

JOB TITLE: CST Monitoring & Evaluation, Grade II

TYPE OF CONTRACT: Consultancy

UNIT/DIVISION: Research, Assessments, Monitoring & Evaluation (RAME)

DUTY STATION (City, Country): Accra, Ghana

DURATION: 11 months (renewable)

BACKGROUND AND PURPOSE OF THE ASSIGNMENT:

WFP is committed to evidence-based results and performance management, as well as strong accountability to affected populations, governments, national and international partners, and donors. Monitoring is a core function that underpins these commitments by ensuring that assistance is delivered to the right people, in the right quantity and quality, and at the right time, while systematically measuring programme outputs and outcomes.

Beyond tracking delivery, monitoring serves as a critical control and assurance mechanism. It enables the timely detection, escalation, and resolution of implementation challenges, thereby allowing for adaptive management and continuous improvement of operations. Through regular data collection and analysis, monitoring helps safeguard programme integrity and effectiveness in complex and evolving contexts.

In close complementarity with Vulnerability Analysis and Mapping (VAM), monitoring contributes to the generation of high-quality, reliable evidence on both programme performance and the broader food security and nutrition situation. This combined evidence base supports all stages of the programme cycle, including needs assessments, situation analyses, programme design, targeting, and evaluations of

cost-effectiveness and operational efficiency. It provides robust insights into the outcomes and impacts of WFP assistance on beneficiaries' lives, informing both day-to-day operational decision-making and longer-term strategic orientations.

ACCOUNTABILITIES/RESPONSIBILITIES:

1. Provide strategic leadership and direction for monitoring activities in line with WFP's corporate Results Framework, Monitoring Strategy, and Country Strategic Plan (CSP), ensuring coherence with organizational priorities and standards
2. Guide the development and continuous refinement of the monitoring framework, including indicators, tools, and methodologies, to ensure relevance, quality, and alignment with programme objectives.
3. Update and implement Ghana Country Office's Monitoring strategy, plans, and standard operating procedures (SOPs) that provide the most relevant and strategic information toward achieving expected results (as set out in the Country Strategic Plan (CSP) and other global and regional plans), while being compliant with WFP evaluation and minimum monitoring requirements.
4. Advise management on monitoring trends, risks, and performance gaps, translating data and evidence into actionable recommendations for strategic and operational decision-making.
5. Ensure integration of cross-cutting priorities—such as gender, protection, accountability to affected populations (AAP), and inclusion—within monitoring systems and practices.
6. Develop innovative and context-appropriate monitoring approaches, including remote and digital data collection, to enhance coverage and efficiency.

7. Lead capacity strengthening of staff and cooperating partners on monitoring standards, tools, and data use for decision-making, including technical guidance on sampling, data analysis methods.
8. Strengthen linkages between RAME and Programme to ensure a coherent evidence base across the programme cycle.
9. Represent WFP during external meetings with partners to contribute to technical discussions, exchange of knowledge and experience, and areas for potential collaboration.
10. Ensure effective reporting and communication of monitoring results to internal and external stakeholders, including donors and government counterparts, in line with WFP standards.

DELIVERABLES AT THE END OF THE CONTRACT:

- Monitoring Strategy and Framework: Updated and operational monitoring strategy, including indicator framework, M&E plan, and standardized tools aligned with the CSP and corporate guidance.
- Annual Monitoring Plan: Approved annual monitoring workplan detailing activities, methodologies, timelines, and resource requirements.
- Risk-based Monitoring Plan: A risk-based monitoring plan that gets updated as new information comes in to classify activities and sites according to risk levels, and helps prioritize resources and ensure effective oversight of programme activities
- Evidence-Based Recommendations: Documented inputs to programme design, revisions, and strategic planning processes based on monitoring findings.
- Integration of Cross-Cutting Issues: Monitoring tools and reports systematically

incorporating gender, protection, AAP, and inclusion indicators and analysis.

- Strengthened Evidence Base: Annual Monitoring Report and joint outputs with VAM (e.g. situation updates, outcome monitoring reports, thematic analyses) supporting programme and policy decision-making.
- Capacity Strengthening Outputs: Training plans, materials, and reports demonstrating strengthened monitoring capacities of staff and cooperating partners.
- Innovative Monitoring Approaches: Guidance notes on the use of digital, remote, or third-party monitoring mechanisms where relevant.
- COMET data management plan and data quality assurance: Established and implemented plan outlining roles, processes, timelines, and quality assurance measures for data entry, validation, and updating in COMET; periodic data quality checks and validation reports, including reconciliation with field monitoring data and cooperating partner submissions, with documented corrective actions.
- Donor and External Reports: High-quality monitoring inputs to corporate, donor, and government reports, ensuring compliance with WFP standards and timelines.
- Knowledge Management Products: Lessons learned, best practices, and after-action reviews documented and disseminated to inform continuous improvement.

QUALIFICATIONS & EXPERIENCE REQUIRED:

Education: Advanced University degree in social sciences, statistics, development economics, performance management, monitoring and evaluation or other related

fields, or First University degree with additional years of relevant work experience and/or training/courses.

Experience: Minimum of eight years of relevant professional work experience, including in monitoring and guidance/policy development;

Proven knowledge, abilities and skills in the areas of Monitoring and Evaluation, including preparing logframes and defining indicators;

Practical knowledge on how monitoring data, and in particular output data, is collected, compiled, analysed and presented for management decisions, programme adjustment and donor reporting;

Experience using a variety of quantitative and qualitative analytical tools and methods.

Knowledge & Skills:

- Strong technical expertise in monitoring and evaluation (M&E), including results-based management, indicator development, data collection methodologies, and performance measurement frameworks in humanitarian and development contexts.
- Demonstrated experience in risk-based monitoring approaches, including partner oversight, remote monitoring, and third-party monitoring in complex and/or insecure environments.
- Analytical and data management skills, with the ability to interpret quantitative and qualitative data, ensure data quality, and translate findings into actionable insights

for decision-making.

- Understanding of food security, nutrition, and vulnerability analysis concepts, and their application across programme design, implementation, and monitoring.
- Knowledge of cross-cutting themes, including gender equality, protection, accountability to affected populations (AAP), and inclusion, and their integration into monitoring systems and tools.
- Experience in capacity strengthening, including designing and delivering training and technical guidance to staff and cooperating partners on monitoring tools, processes, and data use.
- Advanced proficiency in data analysis software and tools, e.g., STATA, SPSS, and/or R; Tableau, or other visualization platforms; knowledge of mobile data collection tools (e.g. Kobo, ODK).

Languages:

Fluency (level C) in English language.

Intermediate knowledge (level B) of a second official UN language: Arabic, Chinese, French, Russian, Spanish, and/or Portuguese (a WFP working language).