



SCOPE OF WORK



Country: **South Africa – Kimberly, Northern Cape**
Host site: **Northern Cape Department of Health**
Assignment title: **Monitoring and Evaluation Specialist**
Length of assignment: **6 months**

OVERVIEW OF VOLUNTEER ASSIGNMENT

Monitoring and evaluation is a critical component of the provincial-level comprehensive HIV/AIDS plan. The Northern Cape Department of Health has developed a comprehensive Monitoring and Evaluation (M&E) Framework, which is designed to measure progress towards the achievement of two interrelated goals of the comprehensive HIV/AIDS plan.

The comprehensive M&E Framework aims to monitor the resources invested, the activities implemented, services delivered as well as evaluate outcomes achieved and long-term impact made.

The province wants to develop mechanisms to improve data collection and flow mechanisms to ensure quality, valid, and accurate data. Existing data collection mechanisms are being enabled and new systems are being developed to respond to the data needs imposed by the plan. The mechanisms are also designed in a manner that ensures data confidentiality. Data collection, validation and use from the service point level up to the national office rely on existing expertise, commitment and dedication of members of the health team to use data collection tools and report data.

The province wants to enhance their M&E work by recruiting senior personnel who will overhaul their M&E department.

In-country placement site:

The Northern Cape Department of Health's vision is to achieve excellent, holistic, people-centred and affordable healthcare in the Northern Cape.

Mission

The department is committed to:

- Providing quality healthcare services
- Promoting a healthy society in which people care for one another and take responsibility for their health
- Integrating comprehensive services through its caring and multi-skilled professionals
- Using evidence-based care strategies and partnerships to maximize efficiencies to the benefit of all

Future Plans

The department has the following plans for the future:

- Recruitment and retention of health professionals
- Construction of the Gordonia, Kimberley, Postmasburg, De Aar and Tshwaragano hospitals, as well as Kutlwanong Community Health Centre
- Establishment of the Northern Cape Nursing College
- Completion and staffing of the new Kimberley Mental Health Facility
- Reduction of maternal deaths by improving the quality of antenatal care



- Scaling up coverage and improving quality of prevention of mother-to-child transmission, and reducing mother-to-child transmission to less than 5%
- Improving immunization coverage by eliminating measles and eradicating polio
- Achieving an 85% TB cure rate
- Improving healthy living through intensified health-promotion programs

OBJECTIVE OF THE VOLUNTEER ASSIGNMENT

Objective: The Monitoring & Evaluation Specialist shall be responsible for undertaking field M&E activities under the supervision of the Head of Department. S/he will work with the departmental and M&E staff to develop the methodologies necessary to meet the deliverables required in the SOWs for M&E tasks.

The M&E Specialist will build the capacity of the department to interpret results of surveys and other field data and assist staff with report preparation. The M&E Specialist will serve as a technical mentor for the project with experience in evaluation design and analysis. S/he will assist districts identified by the department, to develop and implement M&E strategies, policies and procedures.

ACTIVITIES OF THE VOLUNTEER ASSIGNMENT

Volunteer activities:

- Provide over all technical direction for M&E activities in the department
- Provide input to strategic planning activities, work plan development and reviews
- Lead the development and implementation of M&E activities set forth in the work plan for the Northern Cape DOH, in collaboration with other staff and partners
- Coordinate and mentor local staff on all routine M&E activities to enable results-based, decision-making and to improve organizational performance (e.g. development of indicators, revision of data collection tools, updating of performance management plans, collection of data, preparation of reports, coordination of data management activities, conduct of root cause analysis, institutionalization of management tools to enable tracking of progress towards results, participation in the development and review of all assessment/survey protocols, participation in assessments, ensuring that M&E findings are followed up and used in decision making)
- Provide technical leadership to the development of M&E documents and materials
- Liaise with counterparts in government, development partners, technical agencies, NDOH staff and other as necessary
- Participate as appropriate, in the preparation of program and technical reports
- Provide technical feedback using data collected from district activities and/or those from other source e.g. NDOH, etc to track overall progress in achieving program goals and also to improve program activities
- Identify capacity building needs of M&E staff as well as for districts and implement activities to meet these needs
- Present on M&E activities in local, national and international meetings/workshops
- Contribute to the identification and development of best practices and success stories for Northern Cape DOH and other target audiences, i.e. abstracts for conferences, meetings
- Develop and review scopes of work for technical assistance providers
- Work with technical assistance providers to deliver high assistance and to facilitate transfer of skills to appropriate local staff
- Any other duties as assigned by the Head of Department

EXPECTED OUTCOMES OF THE VOLUNTEER ASSIGNMENT

Deliverables:

- Monthly and quarterly progress reports to the host site and AIHA's HIV/AIDS Twinning Center tracking experiences, successes, and challenges
- M&E systems, policies and procedures developed and implemented
- Collated Northern Cape DOH data and internal systems improved
- Appropriate systems developed for districts, data collated, coordinated and monitored and qualitative and quantitative reports from the districts available.
- Appropriate reports for donors, partners and management developed.
- Final report

REQUIREMENTS & QUALIFICATIONS

Length of the assignment: 6 months, full time
(8 hours per day; 5 days per week)

Name and title of supervisor: Macala Khumalo, Monitoring and Evaluation Department

Volunteer qualifications:

Required:

- Candidate must possess a Master's Degree in Public Health with a concentration in M&E coursework or equivalent qualifications
- Five years of professional experience in monitoring and evaluating health programs, preferably in TB and HIV/AIDS management
- Demonstrated ability to monitor, supervise, and train healthcare workers
- Familiarity with and a supportive attitude towards processes of strengthening Northern Cape districts, local organisations and building local capacities for self-management
- Willing to undertake regular field visits and interact with different stakeholders, especially primary stakeholders
- Strong analytical and problem solving skills
- Excellent technical writing and oral presentation skills
- Proven ability to work in a professional manner and as part of a collaborative team
- Knowledge of Microsoft Office, including Word, Excel and PowerPoint

Preferred:

- Knowledge of the South Africa public health sector
- A solid understanding of rural development, with a focus on participatory processes, joint management, and TB and HIV/AIDS issues

RESPONSIBILITIES OF PARTICIPATING STAKEHOLDERS

Volunteer:

- Complete the scope of work in the timeframe outlined
- Complete and submit all deliverables to host site and the Twinning Center

Partner organization/host site:

- Provide resources necessary for the volunteer to carry out assignment successfully
- Identify a suitable assignment and site for the volunteer to ensure sustainability of volunteer activities
- Submit performance assessment reports on the volunteer to the Twinning Center



AIHA HIV/AIDS Twinning Center:

- Conduct pre-assignment orientation for volunteer and placement site staff
- Provide ongoing support of volunteer as needed

