

Department:	International Program Department	
Responsible to:	Senior Manager, Program and Network Services	
Supervise:	n/a	
Classification:	F	
Status:	Permanent, Fulltime	
Working Conditions:	Hybrid ¹ Sedentary	
Location:	Winnipeg preferred; other locations may be considered	May 2023

Position Summary:

The monitoring and evaluation technical advisor is responsible for providing technical and capacity development support to the Foodgrains Bank network as it relates to the implementation of Foodgrains Bank's international projects and programs. The advisor will support staff, members and partners to implement best practices in monitoring and evaluation. This includes the provision of technical advice, development of tools and guidelines, planning and coordination of learning, and capacity development initiatives.

Regular domestic and international travel is required.

Primary Working Relationships:

The monitoring and evaluation technical advisor is part of the program and network services team within the international program department. They are supervised by the program and network services manager, and work closely and collaboratively with other staff in the international program department.

The technical advisor relates to member staff and, where requested, their partners.

Roles and Responsibilities:

(Key: A = act; A&I = act & inform; AAC = act after consultation)

1. Monitoring and evaluation technical support (70%) – Provide day-to-day technical support to departmental colleagues, members and partners in project plans, performance measurement frameworks, and reporting.

1.1. Project Planning – Work with senior program officers to review and provide feedback on project proposals to assess performance measurement frameworks and the soundness of monitoring and evaluation systems and plans. **AI**

¹ Canadian Foodgrains Bank defines hybrid work as three days per week in the office and up to two days per week in a remote location.

- 1.2. **Project baselines** - Work with senior program officers to review baseline study reports and review and approve PMFs, baselines and targets in the program database. **AI**
- 1.3. **Project reports** – Work with program officers to review interim, annual and end of project reports. **AI**
- 1.4. **Project summaries** – Write project summaries of each new project as well as monthly summary of all new projects **A**
- 1.5. **Project evaluations** – Support program officers, members and partners to design and implement project-level evaluations (real-time evaluations, mid-term evaluations, final evaluations), including supporting the development of terms of reference, hiring and contracting consultants and providing feedback on evaluation plans and reports **AAC**
- 1.6. **Programmatic support** – Work with program managers to establish an initial performance measurement framework (PMF) for new programs and support the finalization of that PMF as the program design process moves forward. **AAC**

2. Capacity development (24%) – Identify and implement monitoring and evaluation capacity development initiatives.

- 2.1. **Tool development** – identify, develop and disseminate relevant tools, templates and guidelines to improve project and program monitoring and evaluation. **AAC**
- 2.2. **M&E guidelines** – Working with other technical advisors, coordinate the development and maintenance of monitoring and evaluation guidelines to strengthen the quality of Canadian Foodgrains Bank programming and results measurement. **AAC**
- 2.3. **M&E training** – Work with other technical advisors to design and facilitate in-person and virtual participator learning and capacity-building events related to monitoring and evaluation for staff, members and partners. **AAC**

3. Professional Development, Meetings and Representation (5%)

- 3.1. **On-going learning** – Monitor key trends and emerging technical knowledge of relevance for Canadian Foodgrains Bank programming related to monitoring and evaluation. **AI**
- 3.2. **Professional development** – Participate in regular professional development related to monitoring and evaluation. **AI**
- 3.3. **Meetings** – Participate in regular meetings and make positive contributions to the department. **A**
- 3.4. **Representation** – Represent the international program department at relevant sectoral and professional networks related to monitoring and evaluation. **A**

4. Other

- 4.1. Perform other tasks as assigned by the senior manager, program and network services **AAC**

Qualifications:

Education:

- Completion of a relevant course of study in humanitarian assistance, international development, statistics, program management, etc.
- Demonstrated knowledge of monitoring and evaluation, especially in the context of humanitarian assistance and food security programming acquired through education and/or commensurate experience.

Experience:

- At least five years of experience in monitoring and evaluation work with vulnerable communities.
- Work experience with vulnerable communities in Canada or abroad.
- Experience with the design, implementation, monitoring and evaluation of humanitarian and agriculture and livelihoods or food security projects.
- Experience in participatory capacity development and leading training.

Special Skills

- Strong skills in communicating technical information.
- Skills and experience in teaching/mentoring, group facilitation, and workshop planning/delivery.
- Strong intercultural competency.
- Strong written and oral English communication skills.
- Ability and willingness to travel domestically and internationally.
- Proactive and able to work independently with minimal supervision.
- Ability to work well in a team.
- Proficiency in Microsoft Office software including MS Word, MS Excel and MS Power Point.
- Identify with and support for our Christian mission and identity, and our core values: compassion, equality, generosity, dignity, justice, peace, right to food, and right relationships.

Assets:

- Fluency in additional languages (such as Arabic, French, Spanish, or Swahili).
- Master's Degree in international development, management or other relevant fields.