



International Development Law Organization
Organisation Internationale de Droit du Développement

Monitoring, Reporting & Information Officer Afghanistan Program Office

IDLO seeks to strengthen the rule of law and good governance in developing countries and countries in transition to provide security for the individual, to reduce poverty by protecting individual rights and economic activity, and by strengthening judicial and local institutions to promote a viable legal framework for commerce, trade, and investment.

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About IDLO

The International Development Law Organization (IDLO) is an intergovernmental organization dedicated to promoting the rule of law and good governance in developing countries, transition economies, and nations emerging from conflict. IDLO's objective is to help these countries establish legal frameworks needed to achieve sustainable, equitable development. It is the only intergovernmental organization with a mandate to work solely at the nexus of law and development.

In 2008, IDLO fully adopted and implemented a Results-Based Management (RBM) system. RBM sets realistic goals, benchmarks and monitors progress, evaluates performance, and integrates lessons-learned into decision making. IDLO's Assembly of Parties recently approved a [Strategic Plan for 2009-2012](#) that will guide IDLO's programming and management objectives, and set a performance reporting framework. This development will result in systematic evaluation of activities and identification of lessons for future programming, monitoring, and evaluation systems. Additionally, IDLO's strategic objectives for 2009-2012 reflect the interdependence between rule of law and human, economic, and social development.

IDLO has its Headquarters in Rome, Italy and Regional Centers in Cairo, Egypt (covering Arabic-speaking countries) and Sydney, Australia (covering the Asia Pacific region). IDLO currently operates a program office in Afghanistan, and project offices in Indonesia, Kyrgyzstan, and Southern Sudan.

For more information, please visit IDLO's website at www.idlo.int.

The Position

IDLO seeks a Monitoring, Reporting & Information Officer to support the development and implement a monitoring and reporting system for IDLO's program in Afghanistan.

This is a project-based consultancy expected to last until the end of May 2010. The position is based in Kabul, Afghanistan and will report to the Field Program Manager in Kabul, while also working closely with the Headquarter-based Field Operations Unit as well as the Senior Monitoring & Reporting Officer in Rome.

The Monitoring, Reporting & Information Officer is responsible for:

- Assist in preparing, and update and oversee the implementation of the Afghanistan program's Monitoring & Evaluation plan as well as its information strategy;
- Assist in preparing a baseline for the three-year program;
- In close collaboration with IDLO's Headquarters in Rome, ensuring the Afghanistan program is incorporated into the IDLO-wide monitoring and reporting system;
- In coordination with the Program Development and Compliance Unit (PDC) and Evaluation Unit (EU) at IDLO Headquarters, preparing and updating data analysis and program planning tools as needed (logical framework, indicators, data collection tools, databases, etc);
- Supervising the collection and processing of data, providing quality oversight of all Monitoring & Evaluation related databases;
- Regularly analyzing data and presenting periodic performance monitoring reports for IDLO Headquarters as well as producing contractually obligated reports for donors;
- Producing a series of success stories, best practices, fact sheets, lessons-learned papers, newsletters, and other external relations materials which showcase program accomplishments;

The Position (cont'd)

- Providing on-the-job training and mentoring to IDLO and partner staff on applying Monitoring & Evaluation tools, as required;
- Coordinating and assisting with any in-country evaluations and monitoring missions;
- Liaising with other program stakeholders on monitoring and reporting issues when necessary; and
- Coordinating with the Communications Unit in IDLO Headquarters to maintain and update the applicable IDLO program websites for the Afghanistan program.

Ideal Candidate Profile

IDLO seeks a Monitoring, Reporting & Information Officer with a genuine interest and passion for the organization's mission. The selected candidate must have the ability to take initiative and work both independently and as part of a team. Ability to manage a database and translate large amounts of information data into succinct findings and conclusions for senior management is essential. Attention to detail as well as excellent writing, communication, and presentation skills is required.

The ideal candidate will have the knowledge, cultural sensitivity, and interpersonal skills to interact effectively with colleagues and project stakeholders, and foster relationships based on mutual respect and trust. Sensitivity to political, cultural, and religious issues surrounding legal concerns in Afghanistan is essential to the success of this position.

Minimum Qualifications

A minimum of 5 - 7 years field experience related to development of which 3 - 5 years in Monitoring & Evaluation is required. Significant experience in implementing monitoring and evaluation systems for large-scale projects. Previous experience in designing monitoring and evaluation systems an advantage. Experience in communications and external relations is essential. Professional exposure to legal reform programs, primarily in developing, transition, and post-conflict settings, is highly desirable.

A University degree in social sciences, or a related field, is required.

Fluency in English, both spoken and written, is required. Knowledge of Dari or Pashtu is a significant advantage and knowledge of French, Italian, or Arabic is an asset.

How to Apply

IDLO is an Equal Opportunity Employer and values diversity in all areas of its operations. We welcome and encourage diverse applications. To apply, please visit IDLO's employment website at www.idlo.int/jobs.

