

# Society for the Conservation of Nature of Liberia (SCNL)

Henry's Compound, Opp. German Embassy, Tubman Boulevard, Congo Town,

P. O. Box 2628 Monrovia, Liberia, West Africa

☎: (+231) 886-573-612/0555831170/0777822456

E-mail: [info@scnlliberia.org](mailto:info@scnlliberia.org),

Website: [www.scnlliberia.org](http://www.scnlliberia.org)



## JOB VACANCY ANNOUNCEMENT

### Position and Assignments:

- |                                    |   |
|------------------------------------|---|
| 1. <b>Position:</b>                | Monitoring, Evaluation and Learning Officer         |
| 2. <b>Immediate Supervisor(s):</b> | Executive Director-SCNL                             |
| 3. <b>Key Relationships:</b>       | PMU Staff   |
| 4. <b>Project Locations:</b>       | Grand Cape Mount, Lofa, Bomi, and Gbarpolu Counties |
| 5. <b>Duty Station:</b>            | 75% Field & 25% Monrovia                            |
| 6. <b>Contract Duration:</b>       | One year (with possible extension)                  |

### Background

The Government of Liberia, through the Environmental Protection Agency of Liberia, in collaboration with the Society for the Conservation of Nature of Liberia, received funding from the Global Environment Facility (GEF) through Conservation International GEF Agency (CI-GEF) to implement a five-year project titled *“Strengthening Conservation and Effective Governance of Liberia’s Critical Forests in the Northwest Liberia Landscape”*. The project’s objective is to enhance ecosystem services and improve socioeconomic conditions in Northwest Liberia by promoting integrated and inclusive management of intact forest landscapes, including protected areas, and supporting collaborative transboundary watershed management through five components: 1: Establishment of proposed protected areas and promote the effective management of existing protected areas; 2: Promotion of innovative climate-resilient and conservation-friendly livelihoods and enterprises; 3: Strengthening transboundary watershed and forest landscape management; 4: Capacity building and strengthened collaboration, learning, and knowledge sharing; 5: Monitoring and Evaluation (M&E) Framework. For more information about the project, please refer to this link [HERE](#).

The results of this project will contribute to the success of the [Guinean Forests Integrated Program](#) (GFIP), aligning with the program's objectives to promote sustainable forest management and environmental resilience across the region.

Conservation International, as the Implementing Agency, will perform technical and financial project oversight and supervision, assuring compliance of the project with GEF policies and procedures as well as monitoring and evaluation of the project activities. The Environmental Protection Agency of Liberia, the Executing Agency, will take the lead role in monitoring the Project to ensure oversight and maintain strategic focus. SCNL, as the executing agency support partner, is the direct grantee and will co-execute the project and lead the field execution of project



# Society for the Conservation of Nature of Liberia (SCNL)

Henry's Compound, Opp. German Embassy, Tubman Boulevard, Congo Town,

P. O. Box 2628 Monrovia, Liberia, West Africa

☎: (+231) 886-573-612/0555831170/0777822456

E-mail: [info@scnlliberia.org](mailto:info@scnlliberia.org),

Website: [www.scnlliberia.org](http://www.scnlliberia.org)



activities. SCNL will also support the reporting and monitoring of project activities and host the Project Management Unit (PMU). SCNL will implement components 1, 4 and 5 in collaboration with the EPA and FDA. Partners in Development (PADEV) and The Nature Compact (TNC) are the two implementing partners or sub-grantees on the project for components 2 and 3 respectively.

To carry out the expected components and outcomes above, SCNL is seeking to recruit a highly qualified professional to fulfil the role of Monitoring, Evaluation and Learning Officer. S/He will serve as a project support staff in the PMU and work closely with the EPA, project team and the other project partners—PADEV and TNC.

## **Role of the Monitoring, Evaluation and Learning Officer**

The project's M&E officer is responsible for the monitoring, evaluation and learning functions in the project and the MEL outputs. S/He will contribute to steering the performance and assurance of the project, ensuring quality in the design.

## **Duties and Responsibilities**

Under the supervision of the Executive Director of SCNL, the MELO will carry out in collaboration with other implementation partners the below tasks:

- Lead, coordinate and assure effective and efficient monitoring, evaluation, learning and risk management functions in the project.
- Develop and maintain projects' Monitoring and Evaluation Plan based on the projects' document log frames and indicators.
- Conduct readiness assessment regarding M&E.
- Identify sources of data, collection methods, timeline and cost of collection.
- Develop criteria and evaluation scheme for the project's impact, benefits and sustainability.
- Prepare detailed M&E budget and calendar of M&E activities.
- Oversee and execute M&E activities included in SCNL's Annual Work Plan, with a particular focus on results and impacts.
- Design a framework for the physical and process monitoring of project activities based on the AWP, and in particular, the program budgets.
- Promote a results-based approach for M&E, emphasizing results and impacts.
- Prepare consolidated progress reports for project management, including identification of problems, causes of potential bottlenecks in project implementation and providing specific recommendations.



# Society for the Conservation of Nature of Liberia (SCNL)

Henry's Compound, Opp. German Embassy, Tubman Boulevard, Congo Town,

P. O. Box 2628 Monrovia, Liberia, West Africa

☎: (+231) 886-573-612/0555831170/0777822456

E-mail: [info@scnlliberia.org](mailto:info@scnlliberia.org),

Website: [www.scnlliberia.org](http://www.scnlliberia.org)



- Check that monitoring data are discussed in the appropriate forum and in a timely fashion in terms of implications for future action. If necessary, create such discussion forums to fill any gaps.
- Undertake regular visits to the field to support the implementation of M&E and to identify where adaptations might be needed.
- Facilitate, act as a resource person, and join, if required, any external supervision and evaluation missions.
- Design and implement a system to identify, analyze, document and disseminate lessons learned.
- Consolidate a culture of lessons learning involving all project/field staff and allocate specific responsibilities.
- Ensure that TOR for consultants recruited by SCNL also incorporate mechanisms to capture and share lessons through their inputs to projects and ensure that the results are reflected in the reporting system.
- Facilitate the exchange of experiences by supporting and coordinating participation in any existing network of biodiversity/conservation projects sharing common characteristics.
- Identify and participate in additional networks, for example, scientific or policy-based networks, that may also yield lessons that can benefit the implementation of our various programs.
- Participate in the writing of project reports (quarterly and annual, including performance indicators revisions) and other on-time reports requested by relevant donors and stakeholders as may be required.
- Contribute to the preparation of annual and quarterly workplans.
- Produce monthly progress reports; and
- Perform any other duties and responsibilities deemed relevant by your supervisor per the policies of SCNL and the laws of Liberia
- The Monitoring and Evaluation (M&E) Officer will be required to coordinate directly with the regional coordination and learning project of the Guinean Forests Integrated Program and participate in its events.



# Society for the Conservation of Nature of Liberia (SCNL)

Henry's Compound, Opp. German Embassy, Tubman Boulevard, Congo Town,

P. O. Box 2628 Monrovia, Liberia, West Africa

☎: (+231) 886-573-612/0555831170/0777822456

E-mail: [info@scnlliberia.org](mailto:info@scnlliberia.org),

Website: [www.scnlliberia.org](http://www.scnlliberia.org)



## Competencies

- Demonstrates integrity by modeling the SCNL values and ethical standards.
- Flexibility and ability to operate in different cultural settings and with a variety of stakeholders.
- High-level planning, organizational, and time management skills, including flexibility, attention to detail, and the ability to work under pressure to meet challenging deadlines.
- A high level of computer literacy is essential (Microsoft Package).
- Analytical and problem-solving skills of high order, including the ability to formulate recommendations and advise senior management on tackling difficult situations.
- Leadership qualities, including the ability to make sound judgments, meet challenges constructively and creatively.
- Excellent interpersonal skills, including ability to establish strong cooperative relationships with senior government officials and development partners.
- Ability to quickly adapt to change, and to remain calm under pressure; and
- Fluency in written and spoken English.

## Qualification and Experience

### Education:

- Bachelor's degree in Environmental Science, Data Science, and or other relevant fields
- Master's degree is an added advantage

### Experience:

- At least five (5) years' experience in project performance management and or Monitoring, Evaluation and Learning
- Proven experience with the implementation of project performance and assurance approaches and systems
- Strong analytical and research skills
- Demonstrated experience in designing, implementing and managing complex, multi-partner and multi-sectors projects in conservation, development or other relevant sectors.
- Demonstrated experience in results measurement methods and management in conservation or other factors.
- Proficiency in data management and analysis, with strong statistical skills highly desirable.
- Excellent interpersonal skills and a strong team player with the ability to work effectively within multicultural and multidisciplinary teams; and
- Experience with institutional knowledge management and learning is an asset



# Society for the Conservation of Nature of Liberia (SCNL)

Henry's Compound, Opp. German Embassy, Tubman Boulevard, Congo Town,

P. O. Box 2628 Monrovia, Liberia, West Africa

☎: (+231) 886-573-612/0555831170/0777822456

E-mail: [info@scnlliberia.org](mailto:info@scnlliberia.org),

Website: [www.scnlliberia.org](http://www.scnlliberia.org)



## Submission of Applications:

Please submit a letter of application along with copies of academic credentials address to:

The Finance & Administrative Manager  
Society for the Conservation of Nature of Liberia (SCNL)  
Henry's Compound, Opposite the German Embassy  
Tubman Boulevard, Congo Town

or email: [vacancy@scnlliberia.org](mailto:vacancy@scnlliberia.org)

Deadline for Applications: April 30, 2025

*Qualified females and persons living with disability are encouraged to apply*

