Terms of Reference (ToR)

M&E ASSISTANT

1. Background

tMA founded in 2011, is a premier non-governmental organization driving transformative development across Liberia. We support multi-sectoral programs that reduce poverty, strengthen livelihoods through agriculture and aquaculture, improve health and education outcomes, promote peace and democratic governance, stimulate economic growth, and protect the environment. tMA provides high-quality technical assistance, social services and achieves measurable impact, reaching communities across every county in the country.

Purpose of the Position

The Monitoring and Evaluation Assistant will support the M&E team in collecting, managing, analyzing, and reporting project data. The position will contribute to strengthening project monitoring systems and ensuring that reliable data is available for reporting to management, partners, and donors.

The role is designed as an entry-level technical position that provides practical experience in monitoring systems, field data collection, and project performance tracking.

2. Key Responsibilities and Duties

Monitoring and Field Data Collection

- Support the implementation of project monitoring plans and frameworks.
- Assist in collecting quantitative and qualitative data from project sites.
- Participate in field monitoring visits to track project activities and outputs.
- Assist in conducting surveys, interviews, and focus group discussions.
- Support the verification and validation of beneficiary and project data.
- Track project indicators and ensure data accuracy.

Data Management and Analysis

- Assist in data entry and management of project monitoring databases.
- Support data cleaning, verification, and validation processes.
- Maintain indicator tracking sheets and monitoring tools.
- Assist in analyzing project data to identify trends and performance gaps.
- Support data visualization through charts, tables, and dashboards.

Reporting and Documentation

- Assist in preparing weekly, monthly, and quarterly monitoring reports.
- Support the compilation of project progress reports for management and donors.
- Document project achievements, lessons learned, and best practices.
- Maintain organized records of monitoring reports, surveys, and datasets.
- Support the preparation of presentations and summaries of monitoring findings.

Evaluation and Assessment Support

- Assist in organizing baseline, midline, and endline surveys.
- Support project evaluations, assessments, and research studies.
- Assist in the preparation of evaluation tools and data collection instruments.
- Participate in data analysis sessions and learning workshops.

Digital Data Collection and Technology Support

Support the use of digital data collection platforms such as:
- KoboToolbox / KoboCollect

- SurveyCTO
- ODK

Assist in monitoring digital data collection activities.

Support troubleshooting of data collection devices and survey tools.

Capacity Building Support

- Support training of enumerators and field staff on monitoring tools.
- Assist in strengthening staff capacity on data collection and reporting procedures.
- Provide basic technical support to program staff on monitoring tools.

3. Expected Deliverables

The M&E Assistant will contribute to the production of:

- Monthly monitoring reports
- Updated project indicator tracking sheets
- Field monitoring reports
- Data verification and validation reports
- Clean survey datasets
- Data summaries and analysis tables
- Documentation of lessons learned and best practices

4. Duration of Assignment

The position will be for an initial 12-month contract, renewable based on performance and availability of project funding.

5. Duty Station

The M&E Assistant will be based at the organization's office with frequent travel to project sites and communities for monitoring and data collection activities.

6. Reporting Line

The Monitoring and Evaluation Assistant will report directly to the:

- Monitoring and Evaluation Manager / Senior M&E Specialist / Program Manager.

7. Required Qualifications

Education

- Bachelor's degree in one of the following fields:
- Monitoring and Evaluation
- Statistics
- Economics
- Development Studies
- Public Administration
- Social Sciences
- Public Health
- Data Science or related field.

8. Experience

- 0–2 years of relevant experience in monitoring and evaluation, research, or data management.
- Previous internship, research assistantship, or volunteer experience in surveys or data collection is an advantage.

9. Required Skills and Competencies

Technical Skills

- Basic understanding of monitoring and evaluation concepts.
- Knowledge of data collection and survey methods.
- Familiarity with digital data collection tools such as KoboToolbox, SurveyCTO, or ODK.

- Proficiency in Microsoft Excel and Microsoft Office applications.
- Basic knowledge of data analysis tools such as SPSS, Power BI, or Tableau is an advantage.

Analytical Skills:

- Ability to analyze and interpret data.
- Ability to identify trends and generate insights from monitoring information.

Communication Skills:

- Strong written and verbal communication skills.
- Ability to prepare concise and clear monitoring reports.

Organizational Skills:

- Strong attention to detail.
- Ability to manage multiple assignments and deadlines.
- Ability to work independently and as part of a team.

10. Ethical Standards

The M&E Assistant must adhere to:
- Data confidentiality and ethical research standards
- Organizational code of conduct
- Donor compliance requirements
- Safeguarding and protection policies when interacting with communities

11. Application process:

Applicants are requested to submit a resume not exceeding three (3) pages, along with a cover letter and references. '

To apply, please click HERE to submit your application.

Deadline: April 15, 2026

Interviews will be conducted on a rolling basis based on organizational needs. Shortlisted candidates may be contacted before the application deadline.

Technical Support:

If you experience any technical issues with the application form, please email burphya@tmassociates.org for assistance.