

## JOB DESCRIPTION

Job Title	Monitoring & Evaluation (M&E) Assistant
Project	Yeyɛ Nnipa Koro
Reports To	Project Officer, Yeyɛ Nnipa Koro Project
Type	Volunteer
Term	8 months (aligned with project timeline)
Work Model	Remote (with occasional in-person coordination in Accra, if needed)
Location	Accra, Ghana
Geographic Scope	Ghana
Time Commitment	8-10 hours per week (flexible schedule)

### About the Project

Youth Initiative Foundation (YIF) is implementing the **Yeyɛ Nnipa Koro project**, funded by the Elton John AIDS Foundation through Y+ Global and Frontline AIDS under the LEAP Academy Small Grants. The project collects and curates anonymised lived experiences of diverse LGBTQIA+ persons facing stigma, discrimination, and breaches of confidentiality in public health facilities in Ghana. These testimonies will be transformed into an advocacy video and a testimonial digital booklet to be used in policy dialogues with health facility leadership, district and regional health directorates, and other stakeholders. The goal is to translate existing non-discrimination and confidentiality policies into everyday practice, improving respectful care for LGBTQIA+ individuals, particularly those experiencing multiple forms of marginalisation (e.g., trans and gender nonconforming persons, intersex persons, persons with disabilities, sex workers, and people who use drugs).

The project runs for **8 months** and includes activities such as testimony collection, advocacy dialogue, policy briefing, and follow-up accountability visits.

## **Job Summary**

We are seeking a **Monitoring & Evaluation (M&E) Assistant** to support the project's data collection, tracking, and reporting processes. The preferred candidate will work closely with the Project Officer and the YIF team to ensure that project activities are properly documented, indicators are tracked, and learning is captured for internal use and donor reporting.

This is a **volunteer role with a stipend**, reflecting your commitment and contribution. You will gain hands-on experience in M&E within a human rights and health advocacy context.

## **Responsibilities**

### **1. Data Collection & Management**

- Support the collection of quantitative and qualitative data from project activities (e.g., testimony collection, advocacy dialogue, follow-up visits).
- Maintain secure, organised, and anonymised databases of participant information, consent forms, and activity records.
- Assist in administering pre- and post-activity surveys or feedback forms where applicable

### **2. Indicator Tracking**

- Track progress against the project's SMART indicators (e.g., number of testimonies collected, facilities engaged, commitments signed, follow-up actions documented).
- Update the project's M&E tracking sheet regularly and flag any deviations from targets.

### **3. Reporting Support**

- Contribute to monthly and quarterly progress reports by compiling data, summarizing findings, and highlighting key achievements and challenges.
- Assist in preparing data visualisations (charts, graphs) for internal and donor reports.

### **4. Learning & Documentation**

- Document lessons learned, success stories, and challenges from project implementation.

- Support the development of a short learning note at the end of the project, capturing replicable models and recommendations for scale-up.

## 5. Compliance & Ethics

- Ensure all data collection adheres to the project’s safeguarding, confidentiality, and data protection protocols.
- Maintain strict anonymity of participants and secure handling of sensitive information.

## 6. General Project Support

- Support the Project Officer with any ad hoc activities as needed to ensure smooth project implementation.

## Qualifications & Experience

Area	Requirements
<b>Education</b>	Degree or diploma in Social Sciences, Development Studies, Public Health, Statistics, or a related field (current students or recent graduates are encouraged to apply).
<b>M&amp;E Knowledge</b>	Basic understanding of monitoring and evaluation concepts (indicators, data collection methods, reporting cycles).
<b>Data Skills</b>	Proficiency in Microsoft Excel or Google Sheets; experience with data collection tools (e.g., Kobo Toolbox, ODK, Google Forms) is an asset.
<b>SRHR/HIV Experience</b>	Familiarity with sexual and reproductive health and rights (SRHR) and/or HIV interventions, particularly as they affect marginalised communities.

<b>Attention to Detail</b>	Ability to maintain accurate, well-organised records and spot inconsistencies.
<b>Ethical Sensitivity</b>	Understanding of confidentiality, informed consent, and working with marginalised populations.
<b>Communication</b>	Good written and verbal English; ability to work collaboratively in a remote team.
<b>Commitment</b>	Available for 8 months, approximately 8–10 hours per week (flexible).

### **Desirable (Not Essential)**

- Previous experience in M&E for a community-based or advocacy project.
- Familiarity with LGBTQIA+ issues in Ghana.
- Knowledge of basic data visualisation (charts, infographics).

### **Compensation & Support**

<b>Area</b>	<b>Description</b>
<b>Stipend</b>	This is a volunteer role with a stipend to support your time and contribution. The exact amount will be discussed during the offer stage (project budget allows a modest stipend).
<b>Training</b>	You will receive orientation on the project's M&E framework, safeguarding, and data protection protocols.

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**Mentorship**

Regular check-ins with the Project Officer and access to YIF's broader team for guidance.

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**Professional Development**

Hands-on experience in a real-world advocacy project, with a reference letter and certificate upon successful completion.

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**Safeguarding & Confidentiality**

Given the sensitive nature of the testimonies, the selected candidate must sign a confidentiality agreement and agree to abide by the project's safeguarding and data protection protocols. No identifying information of participants shall be disclosed or retained after project completion.

**Application Requirements**

To apply, please submit the following as a single PDF (or provide links where appropriate):

1. **Curriculum Vitae (CV):** Highlighting relevant education, experience, and skills.
2. **Previous M&E Work / Reports:** Links to or samples of previous monitoring and evaluation work (e.g., reports, data summaries, tracking sheets) if available.
3. **Expression of Interest:** A brief statement (max 500 words) explaining:
  - Why you are interested in this M&E Assistant role.
  - Any previous experience (academic or practical) with data collection, tracking, or reporting.
  - How you understand the importance of confidentiality and ethics when working with marginalised communities.

Send your application to: [volunteer@youthinitiativef.org](mailto:volunteer@youthinitiativef.org)

**Subject line:** Volunteer Application: M&E Assistant

We encourage applications from LGBTQIA+ persons and those with lived experience of marginalisation.

## **About Youth Initiative Foundation**

The Youth Initiative Foundation (YIF) is committed to building movements that center the voices of those left behind. We create initiatives that bridge gaps and ensure meaningful participation of diverse young people, particularly those from marginalized communities, in shaping the future they deserve.

## **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.