



Innovations & Entrepreneuriat Social

Social Research and Innovations for Sustainable and inclusive Development

Site web: www.iescongo.com / Contact: info@iescongo.com, direction-ad@iescongo.com

CD/BKV/ RCCM/15-B-0183; Id Nat: 22-P8501-N58172R /; N° IMPOT: A1618412G, N° UNGM: 650905,

N° DUNS: 561228694

Call for tender: Bilingual Officer in charge of Monitoring-Evaluation and Research

Duty station:	Goma, North Kivu
Application deadline:	March 25, 2024
Type of Contract:	Fixed-term contract
Position level:	Bilingual Officer in charge of Monitoring, Evaluation and Research
Number of positions:	1
Languages required:	English (level: C2) and French
Contract length :	6 months renewable

As part of the baseline studies, mid-term studies, final studies, and impact evaluations carried out on behalf of its partners, IES is seeking to recruit a **Bilingual Officer in charge of Monitoring-Evaluation and Research**, (English-French) to support its Monitoring -Evaluation and Research unit.

IES does not tolerate sexual abuse, exploitation and harassment in any form or any form of discrimination or corrupt and/or fraudulent practices. All selected candidates will therefore have to undergo rigorous reference checks.

1. Presentation of the IES firm

Created in 2015, “**Innovations & Entrepreneurship Social, IES** ” is a Think -Do-Tank under Congolese consultancy law. IES is committed to helping its clients and partners respond to the socio-economic development challenges they face, and improve their management based on decision-making based on irrefutable evidence. Through its services, IES offers its partners the following key services: (a) Research and Data Collection, (b) Monitoring-Evaluation and Learning, (c) Implementation Partnership, and (d) Strategic Communication.

2. Context and purpose of Recruitment

As a growing consultancy firm, over the last three years IES has concluded contracts with various international partners working in different sectors: Socha , MSSP-USAID, DAI-USAID (Feed the Future), MSI-USAID, Save the Children , Johanniter , FHI360, CAFOD, Adam Smith/Elan, Interpeace , SCIAF, HEKS/EPER Swiss , Care International, Caritas Spain, Concern , Handicap International, Enveritas , Tetra Tech, Mercy Corps, GLZ, , Care International , etc.

It is in this context that IES-Congo seeks to strengthen its research team to respond effectively to the multiple requests from its partners.

3. Responsibilities (tasks)

Without being exhaustive, the responsibilities of the **Bilingual officer in charge of monitoring-evaluation and Research** are:

- Actively participate in writing reports in English;
- Translate documents from French to English and from English to French;
- Actively participate in the training of IES enumerators in data collection methodology;
- Actively participate in the design of data collection tools;



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- Supervise data collection in the field and organize interviews with key figures in certain studies;
- Exploit consultancy opportunities for IES and write drafts of the technical and financial offer;
- Participate in various studies and/or publications in progress within the firm;
- Actively participate in the analysis of qualitative and quantitative data;
- Participate in the drafting of research study reports and monitoring-evaluation consultancy.

4. Key skills sought

Candidates must demonstrate the following skills to be selected:

- Have a good command of English, both in writing and speaking: **the recruitment process will solely be in English;**
- **Prove in writing and based on evidence your writing skills in English. Reports and articles published in English will be requested;**
- Demonstrate scientific rigor and writing skills in French and English;
- Correctly master the programming of data collection tools with collection applications (ComCarre , Kobo Collect , Survey CTO);
- Demonstrate mastery of at least one of the following data processing and analysis software: Stata, R or Nvivo;
- Demonstrate good practical knowledge of research and pragmatic abilities to appraise critically a scientific article;
- Very good mastery of data visualization and report presentation;
- Good mastery of the principle of formatting and editing professional reports;
- Be very attentive to details and willing to learn new methodologies;
- Ability to communicate fluently in English and French;
- Familiar with the analysis of qualitative and/or quantitative data to identify strengths and weaknesses and produce evidence for decision-making,

5. Required Qualifications and Experience

- At least a bachelor's degree in social sciences (English, Sociology – Economics – Development studies – Psychology – Communication)
- Have at least 2 years of experience as a project manager and/or head of research or monitoring-evaluation in a well-known NGO (IES will triangulate references from former employers);
- Have worked for at least 1 year as a researcher in a university or research center
- Have completed your studies at a well-recognized national or foreign university (proof of diplomas will be requested),
- Have mastery of office software (MS Word, Excel, Power etc.),
- Have very good writing skills for professional reports;

6. Presentation of the file and its contents

The application file must consist of the following elements:

- Cover letter;



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- Up-to-date CV which specifies detailed experience, training followed with certificates/diplomas, national languages mastered and 3 reference people (professional emails and telephone number).
- Copy of identity card/passport,

NB: Only complete files will be analyzed. The feminine candidacies are deeply encouraged. A test and an interview will be organized in English only in order to select the best candidate.

7. How to apply?

Application files must be sent electronically with the subject: “ **Bilingual Officer in charge of monitoring-evaluation and Research** ” on March 25, 2024, at 4:00 p.m. (Goma time) to the email addresses: recrutement@iescongo.com or recruitment@iescongo.com

Goma, March 13, 2024

On behalf of the IES Congo firm,

The image shows a circular blue ink stamp. The outer ring contains the text 'Innovations & Entrepreneuriat Social'. The inner circle contains the acronym 'IES'. Overlaid on the stamp is a handwritten signature in blue ink, which appears to be 'M. Mawelezi'.

Managing board