

JOB DESCRIPTION – Monitoring and Evaluation (M&E) Consultant REFERENCE NUMBER ME/2021/1 Vacancy Announcement | 12th January 2021

Call for Candidature

Vacancy No.: 2021/1
Date Issued: 12.01.2021
Closing Date: 05.02.2021
Post Title: Monitoring and Evaluation (M&E) Officer
Duty Station: Nairobi, Kenya
Date Required: To be advised upon selection.

Introduction

The Monitoring and Evaluation (M&E) Officer will report to and work under the administrative supervision of the Project Manager.

The M&E Officer will coordinate and work with a project team consisting of one (1) Project Manager and one (1) Administrative Clerk.

Main duties and responsibilities:

The Monitoring and Evaluation (M&E) Officer will be responsible for the design, coordination and implementation of the monitoring and evaluation, research, and learning framework of the Project. He/she will develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered by the Project. He/she will also provide technical assistance to the implementing agencies, particularly in relation to monitoring, reporting and governance issues.

Specific duties:

Setting up the system:

- Assist in the revision of the project log frame matrix, particularly in the areas of performance indicators and their measurement;
- Assist in the development and/or finalization of the project Work Plan and keep it updated in accordance with project activities and timeframes as relevant.
- Develop the overall framework, for project M&E, for example mid-term project review, impact assessment, final evaluation, develop project Performance Monitoring Plan with relevant data collection systems.
- Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.
- Develop baseline data for each project component and for all project indicators.
- With collaborating partners, review their existing approaches and management information systems and agree on any required changes, support and resources.
- Develop a plan for project-related capacity-building on M&E and for any computer-based support that may be required.
- Organize and undertake training with collaborating partners on M&E as required.

Implementation of M&E and coordination:

- Collect data on a regular basis to measure achievement against the performance indicators.
- Check data quality with partners.
- Maintain and administer the M&E database; analyse and aggregate findings.
- Support project progress reporting, project mid-term review and final evaluation.
- Identify areas where technical support to project partners is required. Organize refresher training on M&E for partners as required.
- Identify lessons learned and develop case studies to capture qualitative outputs of the project. Provide advice to the supervisor on improving project performance using M&E findings.

Communication:

- Produce reports on M&E findings and prepare presentations based on M&E data as required.
- Provide the Project Manager with management information she/he may require.
- Perform other duties as may be assigned by the Project Manager
- Check that monitoring data are discussed in appropriate forum and in a timely fashion in terms of implications for future action. If necessary, create such discussions to fill any gap.
- Develop baseline data for each project component and for all project indicators.
- With collaborating partners, review their existing approaches and management information systems and agree on any required changes, support and resources.

- Develop a plan for project-related capacity-building on M&E and for any computer-based support that maybe required.
- Organize and undertake training with collaborating partners on M&E as required.

Qualifications requirements:

Education: First level university degree in statistics, demographics, public policy, international development, economics, or related field. Advanced certificate in M&E, statistics or economics preferred.

- Minimum of three (3) years of professional experience in an M&E position responsible for implementing M&E activities of international development projects.
- Experience in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- Experience in designing and managing beneficiary monitoring and data base systems.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans.
- Knowledge of the major evaluation methodologies (e.g. qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies.
- Experience in planning and managing surveys.
- Experience in developing and refining data collection tools.
- Experience with data quality assessments and oversight.
- Experience in managing and providing training to partners and target beneficiaries.
- Ability to facilitate and serve as project liaison for externally-managed evaluations.

Languages: Excellent written and spoken command of English. Knowledge of French is an added advantage.

Competencies:

- Good knowledge of programme implementation, monitoring and evaluation techniques and practices.
- Familiarity with impact assessment an advantage
- Familiarity with some of the substantive issues handled by the project such as labour inspection, labour law enforcement, social dialogue.
- Good knowledge and experience regarding gender mainstreaming.
- Good moderation, facilitation and training skills.
- Demonstrated ability to liaise and negotiate with government and social partners.
- Ability to perform a variety of conceptual analyses required for the formulation, administration and evaluation of projects.
- Excellent analytical skills.
- Ability to work in a team and good interpersonal skills.
- Good computer applications skills.
- Good organizational skills.
- Ability to deal with people with tact and diplomacy.
- Ability to build on relevant knowledge within and outside the ILO as well as actively share her/his experience and expertise with colleagues and partners.
- Ability to work independently with a minimum of supervision.
- Ability to work under time pressure and meet deadlines.
- Ability to work in diversified environments

Remuneration:

State your daily rate in your application in USD

Interview:

Qualified women and men are encouraged to apply. A letter of application along with the Curriculum Vitae, Employment References and other supporting documents should be sent via email through jobs@mwangazafricaconsultants.com. An applicant should receive an automatic reply that confirms receipt of the application. If such notification is not received, the applicant should contact. Short-listed candidates will undergo panel interview.

The deadline for submission of application is 5th February 2021.

The Mwangaza Africa Consultants exercises the right to consider a candidate for posts other than the one for which s/he has applied and appoint candidates at one level below the grade of the advertised post.

Regions and countries covered: Africa, Kenya