Beyond Aid

JOB DESCRIPTION

JD Unique ID:	101916
Job Title:	Digital Data Systems and MEAL Specialist
Company:	Self Help Africa (SHA)
Department:	Programmes
Location:	Country Office – Addis Ababa / Project Operational Hub (with frequent travel across operational woredas and research partner sites)
Contract Type:	Fixed-Term Contract – 9 Months (Renewable based on performance and donor grant cycles)
Reports to:	Head of Programme (HoP)
Matrix Reports to:	Country MEAL Advisor (Methodology & Standards) & ICRISAT Data/Modeling Lead (Technical Data Interface)
Required Qty	One
About Self Help Africa and the Project:	About Self Help Africa Self Help Africa is an international development organisation that works through agriculture and agri-enterprise development to end hunger and extreme poverty. The organisation has programmes in 15 countries in sub-Saharan Africa and also implements projects in Brazil and Bangladesh. In early 2023, we launched a new five-year organisation strategy, which defines shared mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise-focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources. Our wider organisation also includes social enterprise subsidiaries: Partner Africa, which provides ethical auditing and consultancy services; TruTrade, an innovative trading platform in East Africa; and CUMO, Malawi's largest microfinance provider. Our three core values are: ▪ **Impact**: We are accountable, ambitious and committed to systemic change. ▪ **Innovation**: We are agile, creative and enterprising in an ever-changing world. ▪ **Community**: We are inclusive, honest and have integrity in our relationships. **About the Project**: SHA Ethiopia is currently recruiting a dynamic, entrepreneurial, and accomplished **Project Team Leader / Project Lead** to direct our flagship economic resilience and market-systems portfolio (including the McFarland Foundation **ETM6 Project** and linked digital agriculture initiatives). This senior leadership post serves as the overall managerial, operational, and technical head of the project. The position combines comprehensive project administration with direct technical oversight of our two core pillars: **Enterprise Development & Rural Finance (the primary focus of the role)** and **Precision Digital Agriculture / HaFAS Scaling** in strategic collaboration with **ICRISAT**, the **Ministry of Agriculture (MoA)**, and regional cooperative networks.
Job Purpose:	The **Programme Data Interface and MEAL Specialist** is responsible for: 1. **Digital Solution Architecture & Data Interface Management:** Serving as SHA's focal point for the digital technology, data pipelines, API integrations, and mobile communication channels (Telegram chatbots, two-way SMS gateways, and IVR systems) that deliver HaFAS precision fertilizer advisories to extension agents, primary cooperatives, and smallholder farmers. 2. **Data Governance & Research Pipeline Coordination:** Liaising with ICRISAT data scientists and MoA database managers to ensure automated, secure querying of central soil/crop databases, managing algorithmic decision-rule updates, and coordinating the Monitoring, Evaluation, Learning and Impact Assessment (MELIA) research agenda.

Beyond Aid

	3. **Comprehensive MEAL Leadership:** Designing, maintaining, and overseeing robust Results-Based Monitoring, Evaluation, Accountability, and Learning (MEAL) systems across active grants (including WFP ACT06, Irish Aid ETL9/ETM0, and the McFarland Foundation ETM6 project). 4. **Digital Data Ecosystems & Analytics:** Driving the deployment, scripting, and management of mobile data collection platforms (CommCare, KoboToolbox, ODK), building automated business intelligence dashboards, enforcing rigorous Data Quality Assurance (DQA), and managing the Community Feedback and Response Mechanism (CFRM).
Key Responsibilities:	**1. HaFAS Technology Architecture, Data Interface & ICT4D Operations** • Serve as the dedicated **Programme Data Interface Lead** for the HaFAS digital platform, managing day-to-day operations, front-end maintenance, and server-side connectivity. • Manage and monitor the **Application Programming Interface (API) data pipelines** connecting the front-end user interfaces (Telegram bot, mobile app, and web portals) with the Ministry of Agriculture (MoA) and ICRISAT central cloud analytics servers. • Lead the operational deployment, testing, and gateway integration of **two-way SMS shortcodes and bulk telecom messaging bundles** in partnership with Ethio Telecom and the 8028 Farmer Hotline infrastructure to reach low-connectivity rural communities. • Ensure technical maintenance, query-logging verification, bug tracking, and prompt resolution of user interface errors for all mobile chatbots, interactive digital forms, and digital extension kiosks. • Collaborate with research software engineers at ICRISAT and ATI to integrate downscaled weather forecast feeds (from the Ethiopian Meteorology Institute - EMI) and updated soil fertility/acidity matrices into the advisory logic. • Implement strict data security, user privacy, and data protection protocols in full compliance with the SHA Data Protection Policy (GDPR-compliant) and national digital data regulations. **2. Collaborative Research, Agronomic Data Analytics & MELIA Framework** • Act as the technical counterpart to ICRISAT's Senior Data Scientists and Agronomic Modellers under the **Monitoring, Evaluation, Learning and Impact Assessment (MELIA)** framework. • Design, coordinate, and supervise specialized field data collection protocols to track: ○ Advisory access, user engagement, and query volume; ○ Comparative crop yield differentials (crop-cut validation on HaFAS plots vs. conventional plots); ○ Smallholder Nutrient Use Efficiency (NUE) and input cost reductions; ○ Farmer behavioural changes (shifting away from excessive blanket fertilizer broadcasting) and willingness-to-pay. • Support the **Innovation Packaging and Scaling Readiness (IPSR)** methodology by synthesizing digital usage telemetry and farmer feedback into analytical reports for scaling partners and donor reviews. **3. Strategic MEAL System Design, Planning & Management** • Lead the formulation and operationalization of comprehensive Project MEAL Plans, Performance Measurement Frameworks (PMF), Indicator Tracking Tables (ITT), and data flow architectures for assigned projects.

- Facilitate the design and execution of baseline surveys, mid-term reviews, post-distribution monitoring (PDM) assessments, and final evaluations in close coordination with the Head of Programme and project leads.
- Design, digitize, and deploy standardized data collection forms on **CommCare, KoboToolbox, and ODK**, ensuring complex survey logic, skip patterns, and offline data-caching configurations are optimized for remote field settings.
- Oversee regular project target tracking against approved annual Detailed Implementation Plans (DIPs), alerting Project Leads and the Head of Programme to indicator variances or implementation bottlenecks.

4. Data Quality Assurance (DQA), Governance & Advanced Analytics

- Establish and lead institutional **Data Quality Assessment (DQA)** protocols, conducting regular field-level data audits to ensure data validity, reliability, precision, integrity, and timeliness.
- Lead the cleaning, validation, statistical analysis, and synthesis of large primary datasets (quantitative household surveys, yield measurements, cooperative financial metrics, and mobile telemetry logs) using advanced analytical software (**SPSS, Stata, R, or advanced Python/Excel models**).
- Develop and maintain dynamic, interactive **Power BI / visual data dashboards** that translate complex agronomic and financial indicators into intuitive executive representations for management, donors, and external partners.
- Enforce rigorous demographic and vulnerability disaggregation across all monitoring databases, ensuring data is systematically broken down by sex, age, youth status, and disability (strictly applying the **Washington Group Short Set questions**).

5. Accountability to Affected Populations (AAP) & CFRM Architecture

- Oversee the technical management and reporting integrity of the **Community Feedback and Response Mechanism (CFRM)** across project woredas.
- Maintain the central digital CFRM database, tracking complaint categories, logging incident escalation, monitoring response closure rates, and ensuring the WFP 6063 toll-free channel and community suggestion boxes function transparently.
- Analyze recurring feedback trends to generate diagnostic briefs that guide project management in making adaptive programmatic corrections.
- Ensure safe, survivor-centred, and confidential data-handling protocols are strictly enforced for sensitive complaints (including PSEA and safeguarding issues).

6. Institutional Reporting, Learning & Capacity Building

- Coordinate the compilation and submission of high-quality monthly, quarterly, bi-annual, and annual M&E progress reports, donor updates, and national cluster reporting templates (**5Ws matrices for Agriculture and DRM clusters**).
- Organize and facilitate structured **quarterly and annual review meetings, After-Action Reviews (AARs), and Pause-and-Reflect sessions** with project teams, research institutions, and government partners to foster a culture of adaptive management and evidence-based decision-making.

	• Conduct regular technical capacity-building training and coaching for SHA field staff, woreda government experts, and partner enumerators on digital data collection, mobile tool navigation, and basic data analysis. • Document compelling, verified case studies, Most Significant Change (MSC) stories, and technical briefs demonstrating the socio-economic and agronomic impact of SHA's interventions.
Key Relationships:	**Internal** • Head of Programme (Line Manager / Direct Supervisor) • Project Leads / Project Managers (ETM5, ETM0, ETL9, ETM6) • Country MEAL Advisor (Technical Leadership, Methodological Standards & Tool Harmonisation) • Senior Communications Advisor (Knowledge Sharing, Infographics & Digital Storytelling) • Field M&E Officers, Database Assistants, and Woreda Project Officers (Direct Technical Supervision) • Country Finance, HR, and Procurement Teams (Operational Coordination) **External** • ICRISAT Ethiopia Data Science, Agronomy & Modelling Teams (Scientific & ICT Co-Developers) • Ministry of Agriculture (Extension Executive Directorate, Soil Health Desk, ICT/Digital Agriculture Team) • Agricultural Transformation Institute (ATI / 8028 Platform Technical Teams) • Regional Agricultural Research Institutes (EIAR, ARARI) and Universities • Ethio Telecom & Commercial Agri-Tech Platform Providers (Lersha, Green Agro, etc.) • UN Cluster Leads & Technical Working Groups (FAO/MoA DRM-ATF, WFP M&E Working Group) • External Evaluators, Assessment Consultants, and Third-Party Monitoring Entities
Required Safeguarding Competencies	• Know about child and adult abuse, harm and neglect in its different forms and the potential impact on children and adults at risk of harm. • Understands the legal, professional, and ethical responsibilities around information sharing. • Understands the best practice in documentation, record keeping, and data protection issues in relation to information sharing for safeguarding purposes. • Be familiar with the guidance related to participation in safeguarding enquiries and reviews. • Understands the professional duty to report crime in line with organisational and professional guidance • Understands the importance of establishing, acting or making a decision in person's best interests as reflected in legislation and key statutory and non-statutory guidance. • Able to document safeguarding concerns, and maintain appropriate record-keeping, recording the wishes and views of the adult or child at risk, differentiating between fact and opinion. • Able to share appropriate and relevant information between teams – in writing, by telephone, electronically, and in person within relevant information sharing protocols. • Able to identify where further support is needed, when to take action, and when to refer to managers, supervisors or other relevant professionals, including referral to available social services. • Recognises how own beliefs, experience and attitudes might influence professional involvement in safeguarding work.
Qualifications/ Knowledge	**Essential:** • **Educational Background:** Master's Degree (MSc) in Information Systems, ICT4D, Data Science, Statistics, Agricultural Economics, M&E, Computer

and Experience	Science, or a closely related quantitative/technological discipline. *(A Bachelor's degree with exceptional relevant specialist experience may be considered).* • **Professional Experience:** Minimum of **seven (5) years** of progressively responsible professional experience in designing and managing digital M&E systems, digital agriculture platforms, or ICT4D solutions within an international NGO, UN agency, international research centre (CGIAR), or commercial agri-tech enterprise. • **Specialized ICT4D & Platform Interface Expertise:** Proven hands-on experience in managing mobile-based advisory systems, API data exchanges, automated messaging gateways (Telegram bots, SMS shortcodes, USSD, IVR), and relational databases. Direct technical familiarity with agricultural decision-support systems (such as HaFAS, NextGen, or LandWise) is a major asset. • **Mobile Data Collection Mastery:** Expert-level mastery in designing, scripting (XLSForm), and deploying enterprise-level mobile surveys on **CommCare, KoboToolbox, and ODK**, including advanced logic, offline data caching, and server management. • **Advanced Statistical & Analytics Capabilities:** Demonstrated proficiency in quantitative and qualitative data analysis using statistical software (**SPSS, Stata, R, or Python**) and advanced Microsoft Excel (Power Query, pivot models, VBA). • **Data Visualization:** Proven track record in designing interactive, executive-level data dashboards using **Power BI, Tableau, or Google Looker Studio**. • **Accountability Systems (AAP/CFRM):** Demonstrated experience in establishing and managing context-appropriate, confidential Community Feedback and Response Mechanisms (CFRM) in rural development and emergency-resilience contexts. • **Donor Compliance & Methodological Rigour:** Deep familiarity with donor M&E standards, Results-Based Frameworks (RBF), Theories of Change, and OECD-DAC evaluation criteria (particularly with donors such as WFP, Irish Aid, USAID, or EU). • **Communication & Report Writing:** Exceptional analytical report-writing skills in English, with the proven ability to translate complex data analytics into clear, actionable executive summaries and donor briefs. • **Language Skills:** Complete professional fluency in spoken and written English and Amharic. Working knowledge of Afaan Oromoo or other Ethiopian regional languages is an added advantage. **Desirable:** • Practical understanding of soil fertility, agronomic trial metrics, Nutrient Use Efficiency (NUE), and crop-cut assessment methodologies. • Familiarity with GIS mapping tools (ArcGIS, QGIS) and spatial data analysis for watershed and agricultural applications. • Proven ability to work constructively in multidisciplinary, multi-stakeholder consortiums bridging scientific research institutes, government line ministries, and rural communities. • Demonstrated experience in applying gender-transformative (GESI) monitoring and disability-inclusion frameworks (Washington Group questions)

Beyond Aid

Self Help Africa is an international development charity and is committed to the safeguarding of all those who we come into contact with or through our work. We are committed to preventing any type of unwanted behaviour relating to our work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and we are committed to promoting the welfare of children and the people we aim to assist with whom Self Help Africa engages. Self Help Africa expects all staff and volunteers to share this commitment and uphold the values and behaviours outlined in the **Code of Conduct and Child and Adult Safeguarding Policy**, inside and outside of work hours. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Recruitment to all roles in Self Help Africa may include, and be subject to, a criminal records self-declaration, references, and other pre-employment checks, which may include police and qualifications checking. Self Help Africa is committed to the principles of the Misconduct Disclosure Scheme and will request information from previous employers about any findings of sexual exploitation, sexual abuse or sexual harassment during employment. By submitting an application, the applicant confirms her/his understanding of these recruitment procedures.

Self Help Africa/United purpose strive to be an equal opportunities employer