JOB DESCRIPTION

Job Title:	Monitoring and Evaluation Coordinator
Company:	Self Help Africa – Kenya
Department:	Programmes
Location:	Nairobi, Kenya
Reports to:	Head of Programmes (HOP)
Salary:	Kes: 180,000.00
Job Purpose:	The purpose of this job is to ensure the quality of planning, monitoring, evaluation and reporting (PMER) practice, in the process of growing and maintaining a culture and practice of credible, reliable, timely and cost-effective planning, monitoring and evaluation and reporting for SHA Kenya. This will result in better information for management decisions, and strategic planning, as well as accountability and learning.
Key Responsibilities:	**Monitoring & Evaluation** • Support SHA staff and partners to set up and maintain appropriate and robust M&E systems for all programme activities, • Support monitoring and evaluation processes using SHA developed tools and provide guidance to staff and partners in their use, • Routinely perform quality control checks of monitoring and evaluation work, overseeing that planned monitoring and evaluation activities are taking place, • Design, carry out and/or supervise consultants conducting evaluations across all programme areas, • Track planned evaluations and ensure that evaluation reports are obtained and shared to facilitate learning, • Help promote sharing of lessons learned from programme monitoring and evaluation to improve future programme selection, design and implementation, • Liaise and coordinate with the HoP and the M&E Coordinator in HQ to standardize PMER requirements, including formats and procedures, • Take part in monitoring and evaluation networks with other NGOs, UN and other external partners, as well as with international M&E focal points, partners and beneficiaries to coordinate field monitoring and evaluation activities, stay current on best monitoring and evaluation practice and to support quality programming and accountability standards. **Reporting** • Undertake quality control and final editing of all reports and documents generated at the country level, ensuring all documents reflect sound monitoring and evaluation practice and are accurate, clear and informative,

	• Ensure reporting deadlines are met along with sending out relevant notifications to partners for timely reporting,
	• Liaise closely with the HoF, for validation of financial reports,
	• Ensure that the SHA Kenya database is kept correct and up-to-date regarding all reports,
	• Proactively track documents due and completed using SalesForce software, and provide targeted support to staff and partners in cases where deadlines are not going to be met.

Planning
- Review the overall quality and consistency of plans for logic, coherence, clarity and provide feedback and assistance to improve, paying attention to such concerns as:-
- Ensuring programming is informed by assessment,
- Employing a sound and clear logical framework,
- Employing sound and practical indicators to provide evidence

Organizational Learning, Documentation and Capacity Building
- Provide regular feedback to improve quality of documents at their source,
- Enhance corporate learning, capacity building and codification of knowledge through regular contributions on the PMER communities of practice,
- Promote and strengthen the understanding of the importance of M&E within the programme teams and the use and/or analysis of M&E system during program design and implementation,
- Build M&E capacity of all programme and partner staff through training and on the job support,
- As part of the learning function, seek to identify learning points across the range of work carried out by SHA and partners, and identify opportunities to share this learning through meetings, workshops, reports etc,
- Where appropriate and in consultation with SHA HQ, share materials on best practices on SHA's website,
- Design and carry out assessments and research exercises as appropriate,
- Provide documentation on case studies and success stories.

Representation
- Promotion of the organisation's positive image through collaboration and networking,
- Ensure that the programme collaborates and networks with other stakeholders such Government ministries and departments, donor agencies, NGOs and private sector organisations,
- In coordination with the Head of Programme and Project, represent SHA at national (Kenya) levels; to donors, local and national government authorities, other NGOs, and any other parties as required;
- Any other duties as assigned by the Head of Programmes from time to time

Key Relationships:	**Key relationships:** *Internal* • Head of Programmes (Line Manager) • Country Director • Other SHA Kenya staff • Programme Quality Advisors (HQ based) *External* • Partner organisations, • Government Ministries/ departments, • Other like-minded organizations and institutions
Knowledge and Experience:	• At least 5 years working experience in Monitoring and Evaluation with related programmes
Duration of contract	• Two years with a possibility of extension based on successful performance
Qualifications/Other Requirements:	• Minimum of Bachelor's Degree in Social Sciences, M&E; International development or related disciplines, • Master's Degree in a relevant field an added advantage • At least five years relevant and progressive professional experience in M&E. • Competence in operating computer software programmes and data analysis, research skills, writing and communication skills, excellent verbal, analytical, and organisational skills, • Experience in designing and implementing monitoring and evaluation activities for fast-moving programs in complex environments, experience working in 'emergency/hardship areas' is an asset, • Good knowledge and understanding of key aspects of development work; including livelihood security, cross-cutting themes (e.g. agri-business and social inclusion), • Experience using theories of change to advise programming in rapidly changing contexts. • High level skills and experience in planning, budgeting and writing programmatic reports to donors,
Role Competencies:	• A strong commitment to the aims, objectives and values of SHA Kenya Country Programme, • Commitment to international and humanitarian NGO codes, standards and practices

	- High level of integrity and high standards of personal conduct, - Ability to multi-task and balance a host of competing demands - Comfort in individual and team field travel to remote areas - Solid computer skills in Microsoft Word, Excel, power point and email,