**JOB DESCRIPTION**

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| **Job Title:** | ***Monitoring & Evaluation Lead Expert: ENTERPRISE Zambia***  |
| **Company:** | Self Help Africa  |
| **Department:** | Programmes  |
| **Location:** | Lusaka |
| **Reports to:** | Team Leader: ENTERPRISE Zambia / Director Operations Imani Development |
| **Benefits:** | Competitive salary and medical cover, 24 days annual leave, Gratuity 25%, 5% Employer pension contribution |
| **Length of Contract:** | 2 years contract, renewable upon satisfactory performance |
| **Expected Travel:** | Extensive travel to rural areas of Zambia will be required |
| **Background:** | This is an exciting role focused on understanding whether private-sector development programs can have a positive impact on the lives of small-scale farmers and their families in rural areas.ENTERPRISE Zambia is a challenge fund established to contribute to increased smallholder farmers opportunities in agriculture, including agroforestry and aquaculture value chains in Zambia.ENTERPRISE Zambia Challenge Fund supports the achievement of the EU’s Farm to Fork Strategy, one of the cornerstones of the European Green Deal, and the EU Biodiversity Strategy 2030 by funding business investments that improve the sustainability of agro-food systems.The Fund will support actions enabling SMEs and smallholders to transition to greener and more sustainable agri-food systems and tackle the challenges presented by Covid-19 as well as actions in support to gender and youth focused opportunities and to nutritionally sensitive (regional/national) value chains.Enterprise Zambia Challenge Fund is implemented by Self Help Africa with technical support from Imani Development Limited. |
| **Job Purpose:** | The Monitoring & Evaluation Lead Expert will advise the Team Leader in planning, implementation and reporting of monitoring, evaluation and learning related activities in our EUR 26m EU funded ENTERPRISE Zambia project. S/He will contribute to the development of programme related M&E systems, tracking performance indicators, development of data collection tools, data collection, analysis and reporting, drafting of learning papers and thought leadership papers. Independently manages surveys through SHA specific methodologies and tools. Provides accurate analysis and presentation of information to enhance SHA’s position as a strong development partner. Provides analysis to support the Team Leader and Portfolio Manager roles. The Monitoring & Evaluation Lead Expert will manage and mentor two Junior M&E advisers.The ambition is for this role to eventually grow to cover the Southern African region as ENTERPRISE Zambia winds down 2024. |
| **Key Responsibilities:** | 1. Ensures planning and implementation focusing on overall M&E framework of the programme:
* Ensure effective and efficient implementation of the programme’s Monitoring and Evaluation plan including periodically reviewing the M&E plan to ensure it is fit for purpose.
* Develop measurement methods and identify data sources for project performance and impact indicators at programme as well as agri-enterprise project levels, in conjunction with the M&E Advisor and programme team. This will include the set-up of data collection tools on digital devices using CommCare.
* Provide quality assurance through the development and implementation of SHA’s M&E system
* Ensure that project data are collected and updated on a timely basis by those responsible
* In liaison with the M&E Junior Advisers and programme team, manage the undertaking of project baseline surveys, qualitative impact assessments and progress surveys
* In liaison with the M&E Junior Advisers, develop quarterly and annual work plans and associated budgets for M&E related activities for approval by the Team Leader
* Development of results measurement metrics for the engaged companies-including results chains.
* Ensure the efficient utilisation of the budget allocated for the monitoring, evaluation and learning activities for the project.
1. Ensure proper reporting of monitoring outputs, focusing on achievement of programme results:
* Draft regular M&E project reports and manage the preparation of project evaluation and/or review reports
* Participate in the drafting of quarterly, annual and other reports required by SHA and/or the donor with inputs from the programme team
* In liaison with the Communication Adviser, ensure accurate data is utilised in press releases, media and project webpages, as needed
* Manage the creation of human-interest stories (most significant change) through own inputs and inputs from other team members.
* In liaison with the portfolio managers and the Team Leader, ensure that lessons learned are fed back into project implementation
* In liaison with the portfolio managers and the Team Leader, identify, assess and report on risk elements within the projects
1. Provide support in facilitation of knowledge building and knowledge sharing on achievement of the following results:
* Facilitate capacity building of companies to collect data & contribute to development of the knowledge management system
* Contribute to knowledge networks and communities of practice related to M&E.

Any other duties as assigned by the Team Leader. |
| **Key Relationships:** | **Internal*** ENTERPRISE Zambia Team (Portfolio Managers, Communications Adviser, Accountant, Support functions)
* M & E Advisor – SHA Zambia
* Head of M&E - HQ
* Head of Programmes
* Head of Finance and Administration

**External*** Imani Development M&E Team
* Companies engaged by the programme
* Smallholder farmers,
* Government Ministries/ departments,
* Other like-minded organizations and institutions
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| **Knowledge and Experience:** | * At least 8 years relevant working experience in Monitoring and Evaluation roles in donor funded projects (Experience in market systems / value chain development projects including DCED standard preferred)
* Demonstrated knowledge and practice in Project Cycle Management and MEAL
* Excellent skills in result-based M&E frameworks, indicator tracking, M&E systems development, development of digital data collection tools, data analysis and report writing
* Practical knowledge and skills of database development/management and statistical analysis
* Practical field experience in data collection, analysis & data quality control
* Ability to summarise and present large and complex dataset using graphical / data visualisation tools
* Excellent knowledge of full Windows Suite (Word, Excel, PowerPoint, Access) and statistical software – STATA, SPSS.
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| **Qualifications/Other Requirements:** | * A first degree in Economics/ agricultural economics/ development studies/ project planning & management or other related discipline from a recognized university. In addition, a Masters in a relevant discipline and a certificate in M&E will be an added advantage.
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| **Role Competencies & Values:** | * A strong commitment to the aims, objectives and values of SHA Zambia
* Demonstrating/safeguarding ethics and integrity
* Demonstrate strong organizational skills and sound judgement
* Self-development, initiative-taking, working well with limited supervision, ability to meet deadlines
* Acting as a team player and facilitating teamwork
* Facilitating and encouraging open communication in the team
* Learning and sharing knowledge and encourage the learning of others
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*This Job Description only* *serves as a guide for the position available and SHA reserves the right to make necessary changes.*