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| **Job Title:** | Monitoring & Evaluation Officer (1 Position) |
| **Organisation:** | Self Help Africa |
| **Department:** | Programmes |
| **Location:** | Kisumu |
| **Reports to:** | Programme Manager, Cassava Seed & Market System |
| **Benefits:** | 22 days annual leave, Medical Insurance and 10% Employer pension contribution |
| **Expected Travel:** | Significant travel in project areas with minimal nation-wide travel |
| **Restrictions:** | 6 Months’ Probation period; 24 months contract, with the possibility of extension |
| **Job Purpose:** | The purpose of this position is to facilitate implementation of the activities of the ***Integrating Cassava into affordable and drought tolerant food systems (Kenya) project.*** The Project addresses the Self Help Africa’s strategic theme of Sustainable Food Systems whose long-term outcome seek to achieve Equitable and inclusive food systems to support availability, access, and consumption of safe nutritious food. The project goal is to Contribute to Increased market availability of safe, good quality and affordable cassava seed cuttings and improved market access which in turn leads to high quality cassava flour to help compensate for the long-term reduction in maize production in Kenya. The project will cover Busia, Homabay, Kisumu, and Migori counties in Kenya. The project’s objective is to increase incomes and reduce poverty for 8,000 cassava smallholder farmers by promoting efficient and well-functioning seed systems and markets.   The Monitoring and Evaluation Officer will ensure that all necessary M&E systems for tracking the programme, implementing learning and improving the programme delivery. S/He will communicate M&E information and play an important role in documentation and reporting milestones achieved in relation to the Cassava Value Chain Programme. |
| **Key Responsibilities** | **Effective Planning and Implementation*** Assist in the review 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, targets, and timeframes as relevant
* Support in the development of the overall framework, for project M&E, for example mid-term project review, impact assessment, end term evaluation and research with relevant data collection systems.
* Develop and maintain project beneficiary database and ensure the project focuses on the right beneficiary as intended.
* Ensure timely and effective implementation of all project interventions as well as the successful achievement of proposed outcomes and intended impacts.
* Lead the project towards data driven management to ensure that it focuses on the achievable results for effective and efficient use of resources
* Maintain a Master Project file for all project data, reports, photographs, correspondences, donor reports and documentaries for future reference

**Quality Assurance - Monitoring, Reporting and Documentation** * Ensure collection of data on a regular basis to measure achievement against the performance indicators including seasonal and annual data
* 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. This includes performing data quality checks to ensure trainings are delivered to the said groups to support Best Practice Adoption
* Monitor project interventions in strict adherence to Irish Aid, SHA, Kenya government regulations and other agreed standards.
* Review the management information systems and make recommendations on any required changes, support and resources.
* Support the Programme Manager in compiling quarterly, annual, development partner reporting and other reports required by the donor with input from programme team ensuring timely submission of the same indicating progress of each targeted groups
* In liaison with the Communication Officer, ensure documentation of case studies and impact stories is done and that accurate project data is utilized for press releases, social media, and website among others.
* Ensure that the project achieves acceptable financial and operational audit results by implementing activities in accordance with established norm and policies
* Support the PM in monitoring Project implementation by ensuring daily questionnaires are submitted as per the requirements by all field staff to enable review of daily/weekly dashboards
* Identify and provide training and mentoring to partners and staff to ensure the implementation of strong M&E systems.

**Other Duties*** Attending development partner meetings, capture any relevant resolutions and ensure they are implemented and used within the project.
* Perform any other duty assigned by the supervisor.
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| Relationships | **Internal*** Regional M&E Advisor
* Country Level M&E Officers
* Senior Programmes Manager & Private Sector Lead
* Tru Trade Representative
* Project Officers
* Programme Manager

**External*** Stakeholders including government, research institutes, financial institutions, external auditors, donors, academic institutions and private companies
* Project Implementing Partners
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| **Knowledge, experience and skills** | * A first degree in social sciences, development Studies, Project planning & management, Monitoring & evaluation or other related discipline from a recognized university.
* Training in Project Management will be an added advantage
* At least 3 years relevant working experience in Monitoring and Evaluation in Donor funded Project
* Has excellent knowledge and practice on Cycle of project management
* Demonstrated skills in result based M&E frameworks, indicators tracking, M&E systems development, Development of data collection tools and report writing.
* Familiarity with database management and statistical analysis, and a thorough understanding of M&E
* Practical/ Field experience in data collection, analysis & data quality control.
* Excellent knowledge of Windows environment (Word, Excel, Power Point, Access)
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| **Key competencies**  | * A strong commitment to the aims, objectives and values of SHA Kenya
* Commitment to international and humanitarian NGO codes, standards
* and practices
* Excellent facilitation, communication, leadership and interpersonal relations,
* Outstanding analytical and problem solving skills
* Ability to work under minimal supervision.
* Ability to deliver desired results within strict deadlines
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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.*

This Job Description has been read and clearly understood. Signed:

Name and Date:

**Self Help Africa is committed to equal employment opportunities.**