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**Join Our Team**

**Advert for Monitoring, Evaluation and Learning Coordinator**

In 2021 Self Help Africa and United Purpose combined almost 60 years working in Malawi to scale our operations and reach 1.2 million Malawians, each year. As of September 2023, we are jointly known as Self Help Africa. (SHA) . SHA is an international non-governmental organisation working to create opportunities for lasting improvement in peoples’ lives. We work in partnership with others to support a range of livelihoods and food security, WASH and health, sustainable energy and gender equality programmes reaching over 1,200,000 people a year across Malawi. Globally, we work in 17 countries across Africa, Asia and South America. SHA currently operates in 14 districts in Malawi, supporting 24 on-going projects. This is an exciting time to join us as we seek to tackle the global challenges in progressive and innovative ways.

**Job Purpose:**

Responsible for overall leadership in designing and implementation of monitoring, evaluation and learning framework and lead programme reviews and learning, reporting, research and impact evaluations for the Sustainable Production, Economic growth, Accountability and Resilience (SPEAR) programme.

**Key Duties and Responsibilities:**

* Lead on the design and delivery of the MEAL framework for SPEAR Programme.
* Review and update the M&E framework (performance measurement matrix, review indicators, indicator tracking table, M&E plan and data collection tools etc.)
* Manage programme MIS With support from programme team and partners, put in place and review the framework and procedures for the monitoring and evaluation of the programme.
* Set up and manage a community MEAL system to ensure communities are involved in data collection and interpretation.
* Lead on the implementation of monitoring and evaluation activities within the SPEAR Programme.
* Constantly monitor short term project outcomes resulting from implementation of activities and evaluating whether the selected set of activities and approaches are helping the project achieve its objectives. S/he will have the responsibility of reviewing approaches and activities where the desired outcomes are not being realised. This requires that s/he develops a critical mind to question the way the project is being implemented and to some extent assume the role of an internal technical project auditor.
* Lead all MEAL initiatives for the programme including monitoring, data quality, tracking the progress of activities and informing staff capacity-building initiatives.
* Lead on data collection including beneficiary registration in data winners, analysis and performance management of programme dashboard, and identify areas for improvement and better performance.
* In collaboration with the project team, develop, regularly update and implement data management plans ensuring all data required is appropriately captured and stored in a timely manner.
* Lead and coordinate programme reviews and reporting, impact evaluations, researches and lead on the identification and documentation of case studies and lessons learned.
* Develop monthly, quarterly and yearly detailed project activity implementation plans, plus monthly monitoring and documentation reports to SHA Dedza Programme Manager.
* S/he will backstop report writing processes to check validity of data that is being presented to the donors (drafting reports). S/he will ensure accuracy and quality of all reports submitted to donors.
* Conduct regular field visits to monitor processes and outputs ensuring that all opportunities for monitoring and learning are being taken forward.
* Lead in participatory MEAL; strengthen impact measurement tools that put individual, partner and community feedback at the centre of our learning. This will include project participant reporting and feedback through digital tools.
* Assess MEAL training needs of team members and implementing partners to help design, develop, review, and deliver training that meets the knowledge and skills gaps
* Mentor team members and implementing partners on MEL to strengthen their technical capacity, knowledge and experiences, and provide professional development guidance in collaboration with the Programme Manager.
* Working with partners to ensure the detailed planning of the project activities together with a project team comprising project staff and partners. S/he will work closely with Project Managers from partner organisations to produce annual, quarterly work plans using the Work plan timeline matrix. S/he will make sure that all partner organization is using work plans as reference documents during implementation of project activities
* Leads project team in ensuring that quality standards (SOPs) are being applied in all project sectors and activities. S/he will lead the process of consulting with SPEAR partners to continuously review standards for implementation of project activities. The SoSuRe project has lead organisations for specific themes and it will be his/her responsibility to discuss with lead organisations how to continuously document lessons being generated out of the approaches and Best practices and share them to other partners to ensure consistency in approaches.
* Ensures that all partners are implementing all project activities based on set quality standards and will play an advisory role where partners are not meeting minimum standards of implementation. This entails a rigorous field level monitoring of projects and providing on site advice to partners.
* Coordinate knowledge capture and lessons learning for SPEAr project, as well as appropriate dissemination (internal and external). This includes facilitating learning reviews and document lessons for internal/external sharing and cross-learning.
* Identify, train and support community volunteers.
* Ensure effective record keeping, data gathering, communication, learning, and sharing.
* Suggest ways to facilitate data collection and the flow of data within the programme field teams.
* Guide staff and implementing partners in preparing and analysing their progress reports.
* Contribute to the setting up of a system to document and share lessons learned
* Ensure programme MIS, output and activity tracker is always up-to-date.
* Lead and coordinate district and community level review and planning meetings.
* Work closely with the SHA National M&E Advisor and cross-programme MEAL technical working group.

**Desirable Qualifications & Experience**

* Minimum of a Bachelor’s Degree in Statistics, Demography, Economics, Agricultural Economics, Social Science, Community Development and other related disciplines.
* A minimum of 3 years’ work experience in a similar M&E position.
* Practical knowledge and experience in use of a wide range of M&E tools including participatory methodologies and use of statistical packages like SPSS, Excel, ACCESS, STATA and NVivo.
* Excellent written and verbal communication skills, with strong data analysis and critical thinking skills.
* Analytical thinking, problem solving and decision-making ability
* Strong respect and empathy for rural communities, and an affinity to SHA’s mission and values of integrity, dignity and environmental respect. Skills and Competencies:
* Demonstrable experience in MEL frameworks with excellent research skills and ability to both collect and analyse qualitative and quantitative data including data management skills.
* Proven experience with planning and implementation of M&E systems.
* Substantial experience in supporting teams develop and deliver quality programmes in line with well developed SOPs.
* Experience in incorporating gender issues across the programme life cycle.
* Excellent written and spoken English and Chichewa, including the ability to write clear, outcome based and engaging reports.
* Proactive and highly motivated individual who requires the minimum of supervision.
* Ability to represent the organisation in a highly professional manner with a range of high level stakeholders.

**How to apply**

Qualified and interested candidates who meet the stated requirements must submit a completed Application Form, downloadable on <https://gsha.box.com/v/applicationform>. The completed application form should be uploaded together with the **Cover letter, Curriculum Vitae and Copies Certificates** saved in your name to

<https://selfhelpafrica.org/ie/careers-apply/?jbcd=500QD000003pKCj%20-%20Advert%20for%20Monitoring,%20Evaluation%20and%20Learning%20Coordinator%20(50343>

No hard copies / physical applications will be accepted. **Please note the zipped**  **Folder will not be accessed.**

**Closing date for the receipt of completed application forms is 12:00 Midnight of 24th November, 2023** Only short-listed candidates will be contacted.

Self Help Africa takes the safety and well-being of all those we work with, and our staff, very seriously. We have a zero-tolerance policy on abuse. Our recruitment is safe, meaning that we recruit staff with the highest values and standards of ethical behaviour. Self Help Africa has a Safeguarding Children and Vulnerable Adults Policy, which reflects our commitment to protecting the people with whom we work. All candidates will be expected to comply with this policy and its procedures.

For more information about the organisation, please visit our website at [www.selfhelpafrica.net](http://www.selfhelpafrica.net/).

**SHA is an equal opportunity employer.**