**JOB DESCRIPTION**

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| **JD Unique ID:** | 64588 |
| **Job Title:** | Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator  |
| **Company:** | Self Help Africa |
| **Location:** | Kano |
| **Contract type:** | Fixed term contract, full-time (local recruitment) |
| **Period** | 1 year, subject to renewal |
| **Reports to:** | Project Manager/Team Lead |
| **Organisation overview:** | **About Self Help Africa** Self Help Africa (SHA) is an international development organisation headquartered in Dublin, Ireland and dedicated to the vision of ‘*Sustainable livelihoods and healthy lives for all in a changing climate’*. We have almost 50 years of experience working in Africa, including over 20 years in Nigeria (as United Purpose and Concern Universal).In 2021, Self Help Africa merged with United Purpose (UP), doubling our size. The organisation now works in 17 project countries. 15 of these are in sub-Saharan Africa while subsidiary organisations, ‘Self Help Brazil’ and ‘Self Help Bangladesh’, have been created for our projects in the two countries where we are working outside of Africa.In early 2023, we launched a new five-year organisation strategy, which definesshared mission as the alleviation of hunger, poverty, social inequality and theimpact of climate change through community-led, market-based and enterprise-focused approaches, so that people can have access to nutritious food, cleanwater, 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 innovativetrading platform in East Africa, and CUMO, Malawi’s largest micro-financeprovider.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-changingworld.▪ **Community:** We are inclusive, honest and have integrity in ourrelationships.To achieve our organisational mission, we work across numerous sectors, such as Agriculture, Climate & Environment, Enterprise, Energy, Nutrition, and WASH.  |
| **Project description** | SHA is partnering with the World Food Programme (WFP) to implement the Strengthening Food Systems project. The project aims to strengthen food systems that promote increased value chain employment opportunities for the youth; sustaining and improving on-farm and off-farm job opportunities for 50,000 young women and young men engaged in the different nodes of sorghum, millet, soya bean, groundnut, and horticulture value chains. The project will focus on capacity building interventions for existing enterprises, using this as an avenue to create employment opportunities for youth and women in Kano State. |
| **Job Purpose:** | SHA is looking for a dynamic individual to fill the role of a Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator. The MEAL Coordinator will manage the MEAL component of the project, and bring significant experience to lead on MEAL system implementation, review and evaluations, MEAL budgeting, as well as support to proposal writing and log frame development. The post holder will ensure that all Self Help Africa (SHA) and partners are supported to ensure quality, effectiveness and sustainability of their programmes. In addition, S/he will lead the development of tools, track project results and manage field enumerators, partners, resources, and interface with external stakeholders to achieve the project’s targets, and objectives on time, within scope and budget in compliance with donor requirements. The post-holder will be responsible for providing strategic direction for the project’s MEAL plan and strategies, working closely with the in-country MEAL team and the Global Head of Monitoring and Evaluation. |
| **Key Responsibilities:** | .**System Design and Promoting MEAL** * Lead the development and adopt M&E tools for measuring and reporting against progress and impact indicators
* Promote all aspects of MEAL to support the creation of a project culture which prioritizes quality programming.
* Build strong relationships with colleagues and provide support as required to ensure MEAL system is understood and supported at field level.
* Work closely with the programme teams to ensure that MEAL becomes an integral element of project implementation leading to enhanced quality, accountability, management and impact.

**Provide MEAL Technical Guidance to Project Implementation*** Develop and adopt M&E tools for measuring and reporting against progress and impact indicators.
* Identify community-derived impact indicators using participatory methods.
* Provide technical support in developing/refining participatory assessment tools.
* Contribute to updating the log-frame and results against programme indicators with more detailed input provided towards preparing annual reports.
* Conduct participatory data gathering and analysis focus groups with various stakeholders involved in the project.
* Jointly define market assessment strategies with community partners and other project staff.
* Visit project sites for monitoring and quality assurance of youth in work activities.
* Monitoring and data checks on project activities.
* Work collaboratively with other programmes to strengthen integration and cross-learning in the country programme and with WFP.
* Represent the project to community partners and stakeholders.

 **Complaints Response and Feedback Mechanism (CRM):*** Facilitate setting up relevant contextualized feedback and complaints infrastructures, mechanisms, and approaches to receive feedback and complaints from participants on the project.
* Collect and manage complaints and feedback in close coordination with Programme team. Track timeliness of response to complaints and maintain an updated Programme complaints tracker.
* Review regular field monitoring and accountability reports from MEAL Coordinators and circulate to the country office teams, ensuring that action plans are included and followed up and that SMT reviews reports regularly.

**Promoting Learning for Strategy Development and Decision Making** * Ensure that data brought together and findings from across thematic and operational regions to form a coherent basis for analysis of impact which promotes learning and strategy development for the whole organisation.
* Lead on monitoring and improving the synergy and integration of thematic programmes to enhance delivery of outstanding results for the targeted communities.
* Communicate top level learning / analysis reports and monitoring data to ensure that management is able to make informed decisions on a timely basis to scale up and face operational challenges.
* Provide regular updates reports as per guidance of the Project Manager, summarising the progress made in project implementation, lessons learned, recommendations for improvement, and case studies.
* Participate in regular meetings with key stakeholders at the community/civil society/Local Government level, ensuring a common understanding of the project's objectives and outcomes.

**Team management and Safeguarding:*** Supervise and provide guidance to Project team (Field Facilitators), implement performance planning and tracking for team members.
* Maintain periodic/schedule coordination and project progress review meeting with the team members.
* Ensure Safeguarding at all levels of project implementation.
* Promote accountability, communicate expectations and provide constructive feedback via regular performance reviews.
* Demonstrate experience in and commitment to safeguarding, protection, gender mainstreaming and inclusion of vulnerable population including people with disabilities.
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| **Key Relationships:** | **Internal:** MEAL Manager,Global Head of M&E, Global Enterprise Advisor, Programmes, MEAL, Operations, Finance & Compliance and Security teams.**External: Enumerators,** World Food Programme,Ministry of Agriculture and Food Security, State Government, development partners, Business Development Service Providers and professional networks. |
| **Knowledge, Experience and Other Requirements** | **Education and experience:** * University degree in Statistics or related field.
* High level of computer literacy with a solid command of Microsoft Office suite.
* Recommended a minimum of six years MEAL experience in a both emergency and development contexts, preferably with solid experience in the agriculture/entrepreneurship sector.
* Highly developed interpersonal and communication skills including influencing, negotiation and coaching.
* Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures.
* Strong results orientation, with the ability to challenge existing mindsets.
* Experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy in.
* Ability to present complex information in a succinct and compelling manner.

Desirable:* Ability and willingness to dramatically change work practices and hours, and work with incoming teams, in the event of emergencies.

**Language Requirements:** Written and oral proficiency in English and proficiency in Hausa language is an attended advantage.**Skills:*** Project management and implementation
* Excellent leadership and coordination skills (ability to prioritise and manage several tasks)
* Proficiency in the use of data management tools like MS Access, SPSS, R and STATA.
* Effective communication, problem solving and decision-making skills and diplomacy in communication
* Respect for cultural diversity and gender sensitivity
* Team leadership and mentoring
* Monitoring, evaluation and learning
* Communication, networking, facilitation and mobilisation.
* Organisational development
* Reporting and documentation

**Language Requirements:** Excellent written and oral proficiency in English language is required and proficiency in Hausa is an added advantage.**Desirable** **•** Gender and intercultural sensitivity • Positive outlook and team spirit • Adaptable and responsive disposition relative to the demands of the Project |

**Application Procedure:**

Fill and send the attached Self Help Africa application form and also send your cover letter and CV in a single document (of not more than **6 pages**) to the link provided on the website.

In the cover letter, please ensure to explain the following:

1. Why you are applying for the position
2. How do your skills and experiences meet the job’s specification
3. When will you be able to take up the position if successful.

The deadline for this application is **July 2, 2024.** You are advised to apply early, as applications will be treated on rolling basis. Only shortlisted candidates will be contacted.

*All candidates offered a job with Self Help Africa will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa strives to be an equal opportunity employer.**