**JOB DESCRIPTION**

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| **JD Unique ID:** |  |
| **Job Title:** | Monitoring, Evaluation, Accountability and Learning Assistant |
| **Company:** | Self Help Africa |
| **Location:** | Calabar, Cross River |
| **Contract type:** | Fixed-term, full time |
| **Period** | 1 year |
| **Reports to:** | Project Coordinator with dotted lines to the Senior MEL Manager |
| **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’.** Founded in 1969 and working across 17 countries, 15 of which are in sub-Saharan Africa while subsidiary organisations, ‘Self Help Brazil’ and ‘Self Help Bangladesh’, have been created for our programmes in the two countries where we are working outside of Africa. SHA has been operating in Nigeria for over 25 years (formerly as United Purpose and Concern Universal).  Our wider organisation also includes social enterprise subsidiaries: Partner Africa - which provides ethical auditing and consultancy services, TruTrade - an innovative trading platform in East Africa, and CUMO - Malawi’s largest micro-finance provider.  In early 2023, we launched a new five-year organisation strategy, which outlines our mission of alleviating hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise-focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources.  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-changing  world.  ▪ **Community**: We are inclusive, honest and have integrity in our relationships.  To achieve our organisational mission, we work across numerous sectors, such as Agriculture, Climate & Environment, Energy, Enterprise, Nutrition, and Water Sanitation & Hygiene (WASH). Our global WASH portfolio currently spans 10 countries, 25 active projects, and has to date reached over 10 million people with safe water and sanitation till date.  In Nigeria, we have a strong reputation in the WASH sector for our work on rural sanitation, having achieved the country’s first ODF LGA, and our systems strengthening approach to sustainable WASH service delivery. |
| **Project description** | Sustainable Rural Drinking Water Initiative in Nigeria (SURWIN) aims to improve the health of rural populations in Cross River State by providing access to year-round sources of safe drinking water and promoting improved hygiene and sanitation practices. The project is promoting professionalizing water point maintenance services by strengthening the capacities of local technicians (LAMs) collaborating with WASH institutions to monitor the performances of these service providers and building capacities of participating communities to ensure transparent financial management of water infrastructures.  The project is seeking to promote preventive maintenance and Service Level Agreement to move from one-shot repairs to a more planned approach of sustainable access to water. It will foster collaboration with Local Area Mechanics (LAMs) to promote sustainable services and ensure the provision of quality service. It will also collaborate with WASH units, Rural Water Supply and Sanitation Agency (RUWATSSA) at the state and LGA level WASH Units/departments to improve monitoring of performances of LAMs and follow-up of conditions of water points and evolution of functionality. The project will reinforce the capacities of communities to improve transparency and to have the capacity to pay service providers, moving from a Community-Based Management (CBM) approach only.  The project seeks to identify programme revenue points based on results (sales of Carbon credits, Uptime) and these will be re-allocated into the project either for bonuses to LAMs if they perform well or for more rehabilitation, ensuring cautious monitoring. |
| **Job Purpose:** | SHA is looking for a dynamic Monitoring, Evaluation, Accountability and Learning (MEAL) Assistant that will support the project team with collecting, analyzing, and reporting on data related to the project’s performance. The MEAL Assistant will assist in ensuring that the project's interventions are effectively monitored, evaluated, and adjusted based on feedback and learning to maximize impact. This role is crucial in helping the project maintain accountability to its stakeholders and improve the effectiveness and efficiency of its programmes. |
| **Key Responsibilities:** | **Tool Development and Implementation**   * Support the development of monitoring tools and dashboard to track borehole functionality. * Develop tools to track breakdowns of water points and responsiveness of technicians, using available reporting platforms. * Develop checklist on tracking monitoring of quality of data collection, analysis and measuring performances in line with Goal standard/ carbonisation of the water points. * Routine training of state/LGA/LAMs and community representatives on periodic reporting of functionality of water points and tracking performances of LAMs. * Conduct periodic assessment of project’s compliance with requirements of carbon projects and provide feedback to project’s management for informed decision.   **Data Management and Analysis**   * Coordinate the collection, entry, and analysis of data at the field level. * Define relevant Key Performance Indicators (KPIs) for measuring project’s impact. * Conduct baseline and endline surveys and more generally measure progress against KPIs and impact of the project. * Support tracking and monitoring activities related to performances of Local Area Mechanics (LAMs) and Water, Sanitation, and Hygiene Committees (WASHCOMs). * Perform quarterly data quality assurance to ensure accuracy and compliance with project requirements. * Track adherence to service contracts by communities and LAMs.   **Reporting and Documentation**   * Support the development of reports and presentations based on monitoring and evaluation findings. * Contribute to drafting field activity reports, monthly updates, and quarterly reports in line with M&E requirements. * Create case studies and human-interest stories to highlight project impact. * Support periodic reporting to the state WASH platform.   **Accountability, Learning and Knowledge Sharing**   * Attend WASHCOM meetings to collect feedback from project communities. * Disseminate key survey results with relevant community stakeholders. * Participate in learning sessions to capture insights and lessons learned from project implementation. * Document and share best practices and lessons learned within the organisation and externally with stakeholders. * Organise and facilitate state-level learning and sharing review meetings within the WASH sector.   **Transparency, Compliance and safeguarding**   * Employ the highest standards of openness, transparency and accountability to ensure good financial management in line with SHA’s zero-tolerance approach to fraud, bribery and corruption. * Demonstrate commitment to safeguarding, protection, gender mainstreaming and inclusion of vulnerable population including people with disabilities. * Provide support to established feedback, complaints and response mechanism across communities of implementation to ensure programmatic and operational decisions are informed by local perspectives and priorities, and contribute to the protection of program participants at the LGA level. |
| **Key Relationships:** | **Internal Relationships:** Global WASH team**,** Programme, Monitoring Evaluation Accountability and Learning, Finance & Admin, Operations & Procurement and Communications Teams.  **External Relationships:** WASHCOMs, community stakeholders, government agencies, RUWATSSA, LGA WASH Unit, Local Area Mechanics, Ward Focal Persons, Spare Parts Dealers, Community Representatives. |
| **Knowledge, Experience and Other Requirements** | **Education and other qualifications:**   * Bachelor's degree in Statistics, public health or related field. * ICT operation and proficiency in Data Analysis are advantageous. * Experience in WASH is an added advantage.   **Experience:**   * At least 2 years’ experience in Monitoring and Evaluation (M&E), research, data analysis, or related field. * Volunteer work, academic projects, or any other relevant experience that demonstrates the ability to handle M&E tasks effectively. * Basic understanding of handpump boreholes maintenance and service delivery model and rural water supply services. * Basic understanding of project geographic contexts and familiarisation with Local Government Areas (LGAs) and communities of implementation. * Basic understanding of Gold Standard and Carbon requirements for rural water supply sustainability.   **Skills:**   * Basic knowledge of data analysis techniques. * Ability to interpret and present data clearly and concisely. * Proficiency in Microsoft Office, particularly Excel for data analysis. * Familiarity with data collection tools and software such as mWater, Kobo, WASHIMs, Power BI, or other statistical packages is a plus. * Understanding of qualitative and quantitative research methods. * Strong written and verbal communication skills. * Ability to prepare reports, presentations, and documentation that effectively convey findings and insights. * Strong organisational skills with attention to details, ensuring data accuracy and completeness. * Ability to think critically and provide insights that contribute to the improvement of project outcomes. * Ability to work effectively as part of a team, with a willingness to learn from others and contribute to shared goals. * Understanding of and commitment to ethical standards in data collection, including privacy, confidentiality, and informed consent. * A proactive attitude with a willingness to learn and adapt.   **Language Requirements:**  Written and oral proficiency in English language is required and relevant local language is an added advantage. |

**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.

Email title must be the same as the position you are applying for and the location of the position.

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 applicationis **17th January, 2025.** You are advised to apply early, as applications will be treated on a 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.**