Job Description

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| **Job Title:** | Lead M&E Expert |
| **Organisation:** | Self Help Africa |
| **Location:** | Lusaka, Zambia |
| **Length of Contract** | Two years – renewable subject to performance |
| **Start Date** | 1 September 2024 |
| **Reports to:** | Team Leader |
| **Salary & Benefits:** | Competitive salary and medical cover, 24 days annual leave, Gratuity 25%, 5% Employer pension contribution. |
| **Organisational Strategy:** | Self Help Africa’s Zambia programme works with local communities to help them improve their livelihoods. Our mission is to alleviate hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise-focused approaches.  Self Help Africa has been working in Zambia for over 35 years and has reached over 250,000 smallholder farmers. Our work has been focused on ending poverty and hunger through community-led and market-based approaches. Our experience working with rural communities and smallholder farmers during this time has honed our expertise in addressing climate change and its impact on food production and the environment.  We collaborate with companies – both large and small - seeking to create jobs, add value, and develop markets. We also seek relationships with international businesses and corporations seeking opportunities to invest, collaborate, and develop markets that contribute to economic growth in Zambia. |
| **Project Background:** | DURATION: July 2024 to June 2028  PROJECT REGION IN ZAMBIA: Nationwide, with a focus on urban areas and key economic development corridors.  IMPLEMENTING PARTNERS: Self Help Africa in consortium with:   * Imani Development (International) Ltd * Prospero Zambia Ltd * Tandem Circular Consulting Ltd   SUMMARY: The European Union’s Green Recycling Enterprises Engaging in New Technology for a Circular Economy in Zambia (GREEN Tech4CE) project is dedicated to fostering sustainable and inclusive economic growth in Zambia. Rapid urbanisation, increasing attention to green and circular economy, and the increasing demand for critical raw materials present concrete opportunities towards a more sustainable growth path in Zambia and beyond. The project aims to promote sustainable practices by supporting the creation and growth of start-ups and MSMEs within the green and digital sectors. Through comprehensive technical and financial support, GREEN Tech4CE will drive innovation, create employment opportunities, and facilitate economic diversification. This project operates under the broader Green Economy Promotion and Diversification (GEPD) Programme, which seeks to address Zambia’s economic vulnerabilities and environmental challenges. Together, these initiatives strive to build a resilient and sustainable future for Zambia by integrating green growth strategies and circular economy principles. The project supports the implementation of the Green Growth Strategy launched in March 2024 to generate economic growth that is also socially inclusive and environmentally sustainable.  GREEN Tech4CE will use a combination of ‘technical assistance’ and ‘financial support’ to MSMEs, BDSPs, FSPs/investors, and Technical and Vocational Education and Training (TVET)-providers to increase knowledge, skills, demand, and investment in sustainable, profitable GCD activities. The project will improve the formalisation, competences, and management of MSMEs with growth potential by identifying businesses to support, conducting needs assessment of those businesses, and facilitating development of GCD value chains.  The project will increase access to finance to improve product quality and product diversification in the GCD economy by issuing grants, strengthening capacity of FSPs, and facilitating linkages between MSMEs and FSPs/investors. The project will improve and expand the support services offered to MSMEs by Zambian BDSPs and FSPs by building knowledge on the GCD economy amongst BDSPs and FSPs and by providing grant support to BDSPs and FSPs to enable them to build upon the services and products that they can offer MSMEs.  The project will promote wider public-private sector engagement through networking, and learning/dissemination events. Finally, this project will support innovation and emerging technologies by working with a TVET-provider to establish two FabLabs. |
| **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 **G**reen **R**ecycling **E**nterprises **E**ngaging in **N**ew **Tech**nology **for** a **C**ircular **E**conomy in Zambia (GREEN Tech4CE) Implementation Team. The GREEN Tech4CE is a collaboration between **Self Help Africa** (SHA) and co-applicants **Imani Development (International) Ltd (IDIL), Prospero Limited (Prospero) and Tandem Circular Consulting (Tandem)** to promote and de-risk investment in green sustainable growth in Zambia through creating and sustaining green, circular, and digital economic opportunities for women, men, and youths.  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 Officers. |
| **Key Responsibilities:** | **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 SHA 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 Officers and programme team, manage the undertaking of project baseline surveys, qualitative impact assessments and progress surveys * In liaison with the M&E Officers, 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.   **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 Project Support Officer, 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 Technical Managers and the Team Leader, ensure that lessons learned are fed back into project implementation * In liaison with the Technical Managers and the Team Leader, identify, assess and report on risk elements within the projects   **Knowledge building and knowledge sharing on achievements**   * 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.   Occasionally, other duties may be assigned by the line manager to ensure effective project delivery. |
| **Key Relationships:** | **Internal**   * GREEN Tech4CE Team * M & E Advisor – SHA Zambia * Head of M&E - HQ * Head of Programmes * Head of Finance and Administration * Imani Development, Prospero and Tandem Consulting Team   **External**   * EU Delegation in Zambia * Lead Firms/SMEs/Implementing Partners * Stakeholders including government, research institutions, regional financial institutions, Financial Service Providers (FSPs), Business Development Service Providers (BDSPs), Technical and Vocational Education and Training (TVET) providers, external auditors, and private companies and coordinating bodies |
| **Knowledge and Experience:** | **Essential**   * At least 8 years relevant working experience in Monitoring and Evaluation roles in donor funded projects with a focus on economic development * 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.  **Desirable**   * Experience in market systems / value chain development projects including using DCED standard * Familiarity and experience with EU regulations preferred * An understanding of the green and circular economy principles and; sustainable business practices * Commercial business experience from working in the private sector |
| **Qualifications / Other Requirements:** | **Essential:**   * Minimum of Bachelor's degree in Environmental Science, Business Administration, Management, Finance, Economics or related field relevant to the role required; * Strong computer skills especially with MS Word and Excel and other related packages * In addition, a Masters in a relevant discipline and a certificate in M&E will be an added advantage. |
| **Role Competencies:** | * Results-oriented with excellent organisational and communication skills, as well as enthusiasm and initiative * Proactive and motivated with a strong commitment to Self Help Africa’s vision, mission and values * Attention to detail and the ability to produce timely and accurate reports * Ability to work as part of team across different cultures * Ability to work under pressure and on own initiative * Learning and sharing knowledge and encourage the learning of others |

*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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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