**JOB DESCRIPTION**

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| **JD Unique ID** |  |
| **Job Title** | Monitoring & Evaluation Coordinator |
| **Company/Employer** | Self Help Africa (SHA) |
| **Location** | Lilongwe |
| **Contract type** | Full time fixed contract |
| **Reports to** |  |
| **Organisation Overview** | **About Self Help Africa**  Established in 1984, Self Help Africa is an international development organisation that works through agriculture and agri-enterprise development to address hunger, poverty, social inequality and the impacts of climate change. We believe that equitable economic development is key to lifting communities out of long-term poverty, empowering them to take control of their futures and improving their quality of life.    In early 2023 we launched a new five-year organisation strategy, which defines shared mission as the alleviation of 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 wider organisation also includes social enterprise subsidiaries Partner Africa, which provides ethical auditing and consultancy services, and CUMO, Malawi’s largest micro-finance provider.  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. |
| **Job Purpose** | The incumbent will oversee and manage the monitoring and evaluation activities within the FCDO project and be part of the of the M&E team within the organisation. This role ensures that programs achieve their objectives, that data is collected and analysed effectively, and that findings are used to improve performance and inform future planning. While the role reports to the project manager, the incumbent will be required to work and coordinate with the National Monitoring and Evaluation Manager from time to time. |
| **Key Responsibilities** | * Establish and maintain a functional Project M&E system in line with funding agreements and SHA M&E Systems. This includes performance measurement tools such as Logical framework, M&E plan, indicators, indicator tracking tables, project database and data collection tools etc. * Project results are updated quarterly at project level and in the Country office Results framework, ultimately contributing to the Global and Country office annual reports. * Standard Operating Procedures (SOPs) and quality benchmarks for key project approaches are developed to guide effective implementation and enable consistent monitoring of project quality. * Project research and studies are designed and implemented in accordance with SHA and minimum best practices, with technical support from the National M&E Manager. These include baseline, mid-term and end line surveys and support development and roll out of management of responses. * Coordinating the collection, cleaning, and management of data from various sources, ensuring data quality and accuracy. * Conducting regular field visits, tracking progress against targets, and identifying potential challenges or bottlenecks * Analyzing data to assess program effectiveness, identify trends, and prepare reports for various stakeholders. * Providing training and support to project staff and partners on M&E principles and practices. * Contributing to the development of knowledge management systems, sharing lessons learned, and promoting evidence-based decision-making. * Implementing quality assurance mechanisms, conducting data quality assessments, and identifying areas for improvement * Supporting program staff in using M&E findings to improve program design, implementation, and impact. * Maintain effective coordination with the Project manager, National Monitoring and Evaluation manager.   Participate actively in SHA Global and Country office MEAL technical working groups and support the project in adopting up-to-date MEAL standards and procedures. |
| **Key Relationships** | * Maintain and promote key working relationships with all staff. |
| **Qualification** | * A bachelor's or master's degree in a field like statistics, social sciences, international development, or a related area is often required. * 3-5 years progressive experience in monitoring and evaluation/database operation. * Experience in NGO systems and projects * Excellent communication skills * Able to pay attention to details and work in a fast paced environment * Able to meet tight deadlines and respond to many requests * Well organized * Excellent computer skills |
| **Knowledge, Experience and Other Requirements** | * Experience with both quantitative and qualitative methods; this should include survey development * Practical knowledge and experience in use of a wide range of M&E tools including participatory methodologies and use of statistical packages like SPSS, STATA and digital applications such as CommCare, KOBO, GIS platforms,. * Conduct himself/herself both professionally and personally in such a manner as to bring credit to SHA and not to jeopardize its humanitarian mission. * Strong analytical and problem-solving skills. * Proficiency in data collection, management, and analysis techniques. * Proficiency in Microsoft Office applications including Word, Excel, and PowerPoint * Excellent communication and reporting skills. * Experience in developing and implementing M&E frameworks and tools. * Ability to work effectively with diverse teams and stakeholders. * Knowledge of relevant M&E software and tools. * Strong organizational and project management skills * Meticulous attention to detail is crucial for working with data and ensuring accuracy in M&E processes. * High standards of integrity and personal conduct are essential |

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/).

*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.*

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*Employee Name Employee Signature Date*

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*Supervisor Name Supervisor Signature Date*

**Self Help Africa strives to be an equal opportunities employer**