**JOB DESCRIPTION**

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| **Job Title:** | Evaluation Officer M&E |
| **Company:** | Self Help Africa (SHA) |
| **Department:** | Programmes |
| **Location:** | Africa (Lusaka, Lilongwe, Kampala, Nairobi, Addis Abbaba or Ouagadougou) |
| **Contract Type:** | 2 years – Full time with possible extension |
| **Reports to:** | Monitoring and Evaluation Advisor |
| **Purpose:** | SHA works with smallholder farmers in 9 countries in Sub-Saharan Africa to increase production and productivity, achieve better returns on investment and provide sufficient quantities and quality of food for their families to have a nutritious diet.  The Evaluation Officer M&E works as part of the Monitoring and Evaluation (M&E) Team to support the development of monitoring and evaluation systems in all technical areas of SHA’s development work.  The role will focus on the Individual Household Method (IHM), a key tool for measuring impact on household income and resilience in our programmes.  You will train our staff and partners and coordinate data collection for large projects using the Individual Household Method (IHM).  You are responsible for the whole process preparation, training, data collection, analysing the data and writing the reports all in a timely manner to ensure that findings and recommendations can be integrated accordingly.  As a member of the M&E Team you will coordinate with other members of the team to ensure integrated M&E approaches throughout the organisation.  You will document and share learning across the organisation.  This role involves a significant amount of travelling to all of our programme countries: Kenya, Ethiopia, Uganda, Malawi, Zambia and Burkina Faso (regional hub for West Africa) (35-45%) |
| **Key Responsibilities:** | * Lead on IHM data collection which includes:  1. During preparation pre-reading, budgets, planning, sampling and checking the M&E plan 2. During data collection training of those who are new to IHM, ensure that all data collection takes place at the highest possible standard collect additional key-informant information 3. Quality control, checking the received data, asking for call backs when needed, fill gaps when needed 4. Analysing the data and writing a report in a timely manner.  * Support and train staff in Livelihood Zoning and wealth ranking excercises when needed. * Support additional M&E activities like project M&E plans in the countries where we work when requested. * Under the supervision of the Monitoring and Evaluation Advisor, contribute to the further development of integrating IHM in our M&E approach. Witch includes the use of the handhelds, updating guidelines, tools and methods for data collection. * Support improvement of monitoring and evaluation processes across the organisation. * Contribute to ensuring that key learnings are integrated into the projects and across the organisation. * Work together with the other members of the M&E team and technical advisors on improving technical excellence and impact of all Self Help Africa programmes. * Any reasonable duty may be assigned that is consistent with the job and its level of responsibility. |
| **Key Relationships:** | **Internal**   * Monitoring and Evaluation Advisor (direct report) * M&E officers (Africa) * Programme Officer M&E * Head of Policy, Research and Evaluation * Technical advisors * Programmes team * Programme Funding Team   **External**   * Programme Partners |
| **Knowledge and Experience** | * Experience with data collection in large surveys * Minimum of 3 years experience in international development * Experience in monitoring and evaluation systems. * Experience with data analysing |
| **Qualifications/Other Requirements** | **Essential**   * Proven data collection experience in Rural settings preferable in Africa * Excellent ICT skills in data analysing using MS excel * Degree or equivalent experience in international development. * Working knowledge of MS Office including MS Word, MS Excel and MS Powerpoint. * Experience of database management (Salesforce preferable). * Commitment to the vision and values of GSHA.   **Preferable**   * IHM[[1]](#footnote-1) experience as an assessment leader (level III). * Working knowledge of French. * Experience with data analysing systems like: SPSS, SAS. STATA, or … |
| **Role Competencies** | * Excellent communication skills. * Ability to work as part of an international team across jurisdictions and cultures. * Abilty to deliver reports in a timely manner * Ability to work with minimum supervision. * Ability to train and mentor others. * Ability to solve problems and take corrective action. |

1. IHM: Individual Household Method developed by Evidence for Development [↑](#footnote-ref-1)