



## JOB DESCRIPTION

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| <b>Job Title:</b>            | Monitoring & Evaluation Officer   |
| <b>Company:</b>              | Self Help Africa  |
| <b>Department:</b>           | Programmes  |
| <b>Location:</b>             | Nairobi   |
| <b>Reports to:</b>           | Team Leader: AgriFi Kenya Challenge Fund  |
| <b>Benefits</b>              | 22 days annual leave, Medical Insurance (self + spouse and upto 4 children), 10% Employer pension contribution and 25% leave allowance  |
| <b>Restrictions</b>          | 6 months probation and 2 years full time contract   |
| <b>Expected Travel</b>       | National level travel to rural areas will be required   |
| <b>Job Purpose:</b>          | The Monitoring & Evaluation Officer will be part of the AgriFi Kenya Challenge Fund team and will advise the Team Leader in planning, implementation and reporting of monitoring, evaluation and learning related activities of the Programme. 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  |
| <b>Key Responsibilities:</b> | <ol style="list-style-type: none"> <li>Ensures planning and implementation focusing on overall M&amp;E framework of the programme: <ul style="list-style-type: none"> <li>Ensure effective and efficient implementation of the programme's Monitoring and Evaluation plan including periodically reviewing the M&amp;E plan to ensure it is fit for purpose.</li> <li>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 M &amp; E Coordinator and programme team</li> <li>Provide quality assurance through the development and implementation of SHA's M&amp;E system</li> <li>Ensure that project data are entered and updated on a timely basis by all responsible officers</li> <li>In liaison with the M &amp; E Coordinator and programme team, manage the undertaking of project baseline surveys, Individual Household Method, Livelihood Zoning, QUIP and progress surveys</li> <li>In liaison with the other M and E Officers, develop quarterly and annual work plans and associated budgets for M&amp;E related activities for approval by the Team Leader</li> <li>Development of results measurement metrics for the engaged companies-including results chains</li> </ul> </li> <li>Ensure proper reporting of monitoring outputs, focusing on achievement of programme results: <ul style="list-style-type: none"> <li>Draft regular M&amp;E project reports and manage the preparation of project evaluation and/or review reports</li> <li>Participate in the drafting of quarterly, annual and other reports required by SHA and/or the donor with inputs from the programme team</li> <li>In liaison with the Communication Officer, ensure accurate data is utilised in press releases, media and project webpages, as needed</li> <li>Manage the creation of human-interest stories (most significant change) through own inputs and inputs from other team members.</li> </ul> </li> </ol> |

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|   | <ul style="list-style-type: none"> <li>• In liaison with the portfolio managers and the Team Leader, ensure that lessons learned are fed back into project implementation</li> <li>• In liaison with the portfolio managers and the Team Leader, identify, assess and report on risk elements within the projects</li> </ul> <p>3. Provide support in facilitation of knowledge building and knowledge sharing on achievement of the following results:</p> <ul style="list-style-type: none"> <li>• Facilitate capacity building of companies to collect data &amp; contribute to development of the knowledge management system</li> <li>• Contribute to knowledge networks and communities of practice related to M&amp;E.</li> </ul> <p>Any other duties as assigned by the Team Leader.</p> |
| <b>Key Relationships:</b>                 | <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• AgriFI Team (Portfolio Managers, Communications Officer, Accountant, Support functions)</li> <li>• M &amp; E Coordinator – SHA Kenya</li> <li>• Head of M&amp;E, M&amp;E Advisor and Evaluation Officer - HQ</li> <li>• Head of Programmes</li> <li>• Head of Finance and Administration</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Imani M &amp; E Team</li> <li>• Companies engaged by the programme</li> <li>• Smallholder farmers,</li> <li>• Government Ministries/ departments,</li> <li>• Other like-minded organizations and institutions</li> </ul>   |
| <b>Knowledge and Experience:</b>          | <ul style="list-style-type: none"> <li>• At least 3 years relevant working experience in Monitoring and Evaluation roles in donor funded projects (EU projects preferred)</li> <li>• Demonstrated knowledge and practice in Project Cycle Management and MEAL</li> <li>• Excellent skills in result-based M&amp;E frameworks, indicator tracking, M&amp;E systems development, development of data collection tools, data analysis and report writing</li> <li>• Practical knowledge and skills of database development/management and statistical analysis</li> <li>• Practical/ field experience in data collection, analysis &amp; data quality control</li> <li>• Excellent knowledge of full Windows Suite (Word, Excel, Power Point, Access)</li> </ul>                                    |
| <b>Qualifications/Other Requirements:</b> | <ul style="list-style-type: none"> <li>• A first degree in Economics/ agricultural economics/ development studies/ project planning &amp; management/ monitoring &amp; evaluation or other related discipline from a recognized university.</li> </ul>   |
| <b>Role Competencies &amp; Values:</b>    | <ul style="list-style-type: none"> <li>• A strong commitment to the aims, objectives and values of SHA Kenya</li> <li>• Demonstrating/safeguarding ethics and integrity</li> <li>• Demonstrate strong organizational skills and sound judgement</li> <li>• Self-development, initiative-taking, working well with limited supervision, ability to meet deadlines</li> <li>• Acting as a team player and facilitating team work</li> </ul> <p>Facilitating and encouraging open communication in the team Learning and sharing knowledge and encourage the learning of others</p>   |

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

Name and Date: \_\_\_\_\_

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