

## JOB DESCRIPTION AND PERSON SPECIFICATION

**JOB TITLE:** Monitoring, Evaluation and Learning Advisor

**REPORTS TO:** Head of MEL

**LOCATION:** Nairobi or Addis Ababa with frequent (approx. 50%) international travel

**DURATION & HOURS:** Fixed term with probation period of 6 months

### PURPOSE OF THE ROLE

The Monitoring, Evaluation and Learning (MEL) Advisor will provide technical leadership, strategic oversight and support to project teams across the UK and East Africa, designing and delivering MEL initiatives to fulfil the organisation's learning ambitions.

Working closely with the Head of MEL, wider organisational MEL teams, Programme Managers, and Project Coordinators, the MEL Advisor will have strong analytical and capacity building skills to support country office field teams and MEL leads to implement effective monitoring and evaluation frameworks, ensuring learning from projects is systematically extrapolated and brought together in strategic learning pieces, in line with the organisational learning framework.

### KEY TASKS AND RESPONSIBILITIES

- ✎ Lead the development and delivery of standard approaches, indicators, tools and templates, in line with the organisational learning framework and minimum MEL standards.
- ✎ Provide capacity development and training to country office MEL leads, project staff and implementing partners in; the organisational learning framework, minimum MEL standards and effective utilisation and deployment of the standard approaches, indicators, tools and templates.
- ✎ Review existing project MEL systems to provide practical recommendations to strengthen the quality and use of evidence.
- ✎ With country office MEL leads, provide targeted start-up support to ensure all new project teams have appropriate MEL plans, tools and skills to gather and use results data for effective results-based programming and wider organisational learning.
- ✎ With the country office MEL leads, guide the development of knowledge, learning and research components of consortium and flagship projects, developing core learning questions and multi-partner knowledge management strategies to ensure robust systems and approaches are in place to deliver consolidated project learning.
- ✎ Provide remote support, mentoring and backstopping to strengthen the availability and use of evidence, including, but not limited to; conducting ad-hoc analysis of project monitoring data, and providing technical support and quality assurance to project evaluation processes (ToRs, inception reports, data collection tools, data analysis, results and reports).
- ✎ Lead the bi-annual, cross-country MEL performance review processes, ensuring learning from these are captured and disseminated across the organisation.

- Support the achievement of organisational IT and digital data collection ambitions, supporting the utilisation and roll out of systems to streamline and standardise data collection and strengthen organisational learning.
- Provide timely analysis of multi-country data.
- Deliver strategic learning pieces, bringing together cross-project learning, in line with the organisational learning framework.
- Other ad hoc tasks as required

PERSON SPECIFICATION	
Essential	Desirable
<b>Education, qualifications &amp; other knowledge</b>	
Post-graduate degree in numerate discipline (e.g. economics, statistics, applied social sciences)	Knowledge and demonstrable interest in International Development
Academic training in applied econometrics/ statistical analysis	
Demonstrable understanding of quantitative data collection methods and best practice	
Applied knowledge of qualitative data collection/ social research methods	
Fluency in written and spoken English	
<b>Experience</b>	
Experience supporting the design and delivery of monitoring, evaluation, learning and research frameworks at an organisational level, for complex project portfolios	Experience of working in a multidisciplinary team
Demonstrable understanding of monitoring and evaluation tools, principles and best practices	Experience of providing remote support and line management to teams
Significant experience in drafting clear written reports/ briefings for technical and non-technical audiences	
Fluency in Microsoft Office tools, particularly MS Excel	
Experience working with individuals or institutions operating across multiple countries	
<b>Skills &amp; abilities</b>	
Highly numerate, confident in synthesising data (both quantitative and qualitative) to draw and explain evidence-based conclusions	
Highly driven and able to work with minimal supervision at times. Confident, flexible and initiative-taking, with the ability to be proactive in working with others	
Ability to build strong working relationships across cultures and to provide feedback in a sensitive and constructive manner	

Ability to multi-task and work well under pressure, with a methodical approach and attention to detail.	
Experience of training or mentoring others	
Willingness to take strategic direction	
Commitment to the vision, mission and values of Farm Africa	
<b>Values &amp; Behaviours</b>	
Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved	
Builds and maintains effective relationships with their team, colleagues, external partners and supporters.	
Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same.	
Future orientated, thinks strategically.	

## Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

**EXPERT.** Deep expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

**GROUNDLED.** Positive change starts with Africa's people, so our experts work closely with local communities, engaging them in every level of decision-making.

**IMPACTFUL.** We take a long-term view so we can deliver lasting changes for farmers and their families.

**BOLD.** We model innovative new approaches and are not afraid to challenge strategies that are failing.

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