

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Monitoring, Evaluation & Learning (MEL) Officer

REPORTS TO: Regional MEL Advisor, Line Manager and Programmes Manager – functional manager

LOCATION: Nairobi, Kenya with frequent travel to project sites

DURATION & HOURS: Fixed term, 1 year with potential for extension

PURPOSE OF THE ROLE

The MEL Officer will bring strong analytical and communication skills to support field teams to effectively monitor, evaluate and learn from their projects; ensuring timely collection, analysis and use of robust project monitoring data, effective evaluations and clear reporting of findings, both internally and externally.

Providing technical as well as capacity building support to field staff, the MEL Officer will ensure that all project teams develop and execute appropriate Monitoring, Evaluation and Learning (MEL) plans, based on robust logical frameworks, and adhering to Farm Africa's core standards and approaches.

This a fantastic opportunity for a passionate and experienced M&E professional with high levels of numeracy and demonstrable competency in monitoring work planning, data collection, analysis, and reporting.

KEY TASKS AND RESPONSIBILITIES

- ▼ Provide targeted support to field teams to ensure achievement of minimum organisational MEL standards across projects they support, such as:
 - Intensive start-up support to new projects to ensure appropriate MEL plans, data collection tools and skills are in place, to gather and use results data for effective results-based programming and wider organisational learning.
 - Review existing project MEL systems to provide practical recommendations to strengthen the quality and use of evidence.
- ▼ Provide support, mentoring and backstopping to strengthen the availability and use of evidence, such as:
 - Assist staff and implementing partners in understanding Farm Africa's MEL best practices, standard tools, systems and approaches.
 - Provide technical support to project evaluation processes, quality assuring key inputs and outputs (ToRs, inception reports, data collection tools, data analysis and results, evaluation reports)
 - Supervise data collection exercises in field, including baselines/end terms, monitoring surveys and community feedback sessions, ensuring they are conducted as planned.
 - Conduct ad-hoc analysis of project monitoring data and communicate key findings both internally and externally, as required
- ▼ Support in coordination of Monitoring, Evaluation and Learning at country office level to ensure the organisation achieves its vision, goals, and minimum organisational MEL standards across projects.
 - Drive the programme MEL cycle, ensuring all teams adhere to quarterly/biannual reporting schedules, collecting and using data for strategic decision-making and project planning at country office level.

- Coordinate the bi-annual Project Performance Review (PPR) process, ensuring teams successfully complete PPRs, generating and disseminating project learning amongst the wider country office and Head Office teams.

Other ad hoc tasks as required

PERSON SPECIFICATION
Education, qualifications & other knowledge
Graduate degree or equivalent in numerate discipline (e.g. economics, statistics, applied social sciences)
Academic training in statistical analysis
Demonstrable understanding of quantitative and qualitative data collection methods and best practice
Demonstrable understanding of monitoring and evaluation tools, principles and best practices
Experience
Minimum 2+ years' experience supporting monitoring, evaluation, learning and research at an organisational level, for complex project portfolios
Significant experience in drafting clear written reports/ briefings for both internal and external audiences
Skills & abilities
Fluency in Microsoft Office tools, particularly MS Excel and MS Word
Highly numerate, confident in synthesising data (both quantitative and qualitative) to draw and explain evidence-based conclusions
Strong written and verbal communications skills, particularly ability to communicate technical information clearly to a wide range of audiences
Ability to multi-task and work well under pressure, with a methodical approach and attention to detail. Highly driven and able to work with minimal supervision
Confident, flexible and initiative-taking, with the ability to be proactive in working with others
Experience of training or mentoring others
Willingness to learn on the job and take strategic direction
Fluency in written and spoken English
Behaviours
Sets ambitious and challenging goals for themselves.
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.

HOW TO APPLY:

If you meet the above requirements for this position, submit your cover letter indicating the title of the position and the current & expected salary (maximum 1 page) along with an updated CV (maximum 3 pages) with email and telephone contacts of three professional referees and a recent sample of written technical work with summary analysis* to kenyarecruitment@farmafrica.org with the subject line MEL Officer before or by 5.00pm EAT on **Friday 2nd June 2023**.

*The sample written work should be written exclusively by you and be no more than 1,500 words in length – an excerpt from a longer piece is acceptable. It should demonstrate your ability to accurately present and interpret technical or analytical findings. Any documents submitted for this purpose will be treated as confidential and used solely for the purposes of assessing your application for this role.

Only short listed candidates will be contacted.

Farm Africa is an equal opportunity employer and promotes gender equity. Canvassing will lead to automatic disqualification. Farm Africa does not charge a fee at any stage of the recruitment process. (E.g. Application, interview, meeting, processing, training or any other fees).