FARM AFRICA

JOB DESCRIPTION AND PERSON SPECIFICATION

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

REPORTS TO: MEL Specialist

STAFF REPORTING TO POSTHOLDER: None

LOCATION: One of the project sites (Kakamega, Kisumu, Homa Bay, Busia, Siaya, Kilifi)

DURATION & HOURS: Fixed term, full-time, renewable based on performance and availability of funds.

PURPOSE OF THE ROLE

The purpose of the role is to provide monitoring, evaluation, and learning (MEL) support in the *Empowering Youth in Sustainable Aquaculture Markets and Jobs creation program* implemented by Farm Africa in partnership with Mastercard Foundation. The programme aims to tap the potential offered by the aquaculture sector for entrepreneurship and employment, building knowledge and capacity so that young people, especially women, are attracted by the opportunities and growth potential offered by working in aquaculture and mariculture. The programme will cover Kakamega, Kisumu, Homa Bay, Busia, Siaya and Kilifi

The Monitoring Evaluation and Learning (MEL) Officer will be responsible for development of data collection instruments, routine data collection including collecting qualitative and quantitative information from activities carried out by the project, analysis and reporting, support with identification of lessons learned, and keeping track of successes of project activities. He/she will work closely with the project team and consortium partners, to ensure effective monitoring, evaluation and reporting of program activities and results. The post holder will be key to regular compilation, verification, storage, and consolidation of project data as per the indicators defined in the monitoring and learning plan and giving real time information to the project team. This will also include working with the project team and consortium partners to collect community and partner feedback through various channels, updating the feedback tracker, collect responses from the project team and consortium partners and monitoring to ensure the feedback loop is closed.

KEY TASKS AND RESPONSIBILITIES

1. **Support in the design and development of essential MEL tools for the project and partners, in alignment with MEL minimum standards (30%):**

   - Contribute to the development of the project monitoring and learning plan (MLP), ensuring all the key components of the MLP are fully defined and align to project activities.
   - Work closely with the MEL specialist, project delivery team and consortium partners to conduct a stakeholder mapping that enables reporting of beneficiaries inline with the project activities (counting reach).
   - Ensure that the consortium partners and project team are sufficiently equipped with necessary data collection and reporting tools inline with the indicators outlined in the project monitoring and learning plan (MLP).
   - Support the project team and consortium partners to establish effective mechanisms and approaches for gathering community feedback, inline with the MEL minimum standards.

- Digitize data collection tools in Open Data Kit (ODK) and upload to the ONA platform.
- Work closely with the MEL specialist to provide capacity trainings to project team and consortium partners on MEL tools and MEL minimum standards.

2. **Coordinate, plan, and support project delivery team to undertake routine and periodic data collection, analysis and reporting inline with the project indicators (50%):**

- Together with the MEL specialist, coordinate data collection by the project delivery team – and in particular support the delivery team and consortium partners to integrate regular data collection into their routine activities.
- Undertake regular travel to project sites to carry out monitoring and assessments, lead surveys, data collection, and other MEL efforts.
- Work with the project team and consortium partners to plan, design and gather ongoing routine monitoring data, including gathering feedback from target communities through active community feedback sessions.
- Work with the MEL specialist, project team and consortium partners to ensure that the monitoring and learning plan (MLP) is updated with project results against the indicators on an ongoing basis.
- Collate, consolidate, and store key evidence that inform project results.
- Support the MEL specialist and project team to compile periodic progress reports.

3. **Support in collation and dissemination of key project learnings on an ongoing basis, including support towards development of knowledge and learning products (20%)**

- Assist the project team and consortium partners in gathering key lessons emanating from project activities, while ensuring that they are well evidenced.
- Support the project team in updating project lessons log on a quarterly basis.
- Support the project team and consortium partners in fulfilling deliverables for the mini and annual project performance reviews (PPRs)
- Participate in the annual project performance reviews (PPRs) and work with the project team and consortium partners to address identified gaps or actions.
- Support the communications team in gathering evidence for development of knowledge and learning products, such as case studies, success stories, etc.

PERSON SPECIFICATION	
Essential	**Desirable**
Education qualifications	
Graduate degree or equivalent in numerate discipline (e.g., economics, statistics, applied social sciences, monitoring and evaluation, etc)	
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	
2 – 3 years' experience supporting monitoring, evaluation, learning and research at an organisational level, or in a consortium	
Demonstrated experience in drafting clear written reports/ briefings for both internal and external audiences	

Demonstrated experience in development of data collection tools, data analysis and interpretation.
Desirable experience working in market systems development projects, value chain projects, private sector development or related
Desirable experience working in employment focussed projects, particularly youth employment.
Skills & abilities
Fluency in Microsoft Office tools, particularly MS Excel, MS Word, and MS PowerPoint
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
Skilled in scripting data collection tools in Open Data Kit (ODK) and ONA
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.

- **GROUNDED:** 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 interested in this role, please apply via this link https://www.brightermonday.co.ke/listings/monitoring-evaluation-and-learning-officer-mel-officer-6dxrjz, so as to be received by **Thursday 18th January 2024**.

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).