

<b>JOB TITLE: MONITORING, EVALUATION AND LEARNING OFFICER</b>
JOB HOLDER:
REPORTING TO: <b>CHIEF OF PARTY</b>
DEPARTMENT: <b>TECHNICAL</b>
LEVEL:
<b>1. JOB PURPOSE</b>
<p>The holder will be responsible for designing, implementing and strengthening of the project Activity Monitoring, Evaluation and Learning (AMEL) plan, activities and feedback capacities of the Project.</p> <p>The Officer shall ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency and accountability are reflected in your work.</p>
<b>2. KEY RESPONSIBILITIES</b>
<p>Support the development and implementation of high quality and appropriate M&amp;E and learning processes through:</p> <ul style="list-style-type: none"> <li>• Implement and enhance the monitoring, evaluation, and feedback framework [collect and document results and program impact] in order to aggregate and communicate program results, increasing the organization's standing in the philanthropic community and its credibility with public and private donors</li> <li>• Develop AMEL components for organizational projects as shall be required</li> <li>• Help the organization to develop and/or select indicators and tools for measuring progress toward the organization's development objectives, intermediate results, and sub-intermediate results.</li> <li>• Develop the day-to-day tracking and reporting plan for project activities.</li> <li>• Provide M&amp;E support to program teams directly as required in the collection, analysis, and preparation of monthly, quarterly, and annual progress reports on the status of project implementation; contribute to other project reports as shall be required</li> <li>• Design data collection instruments, schedules, analysis methods, and applied technologies.</li> <li>• Monitor the results of the program's activities and contribute to periodic evaluations/assessments; contribute to dissemination of results to internal and external audiences.</li> <li>• Keep abreast of developments in the field to ensure the company employs the best evaluation and organizational learning strategies.</li> <li>• Prudence in the utilization of M&amp;E budget, ensuring that relevant log-frame milestones and annual expenditure are achieved.</li> <li>• Support critical thinking and learning processes such as reflection and review processes, thereafter communicating learning for internal and external audiences</li> <li>• Contribute to organizational learning through the implementation of procedures, processes, and systems to encourage and facilitate more effective sharing of program results, approaches, feedback from partners, and lessons learned throughout the organization, using this insight to contribute to the field and shape future programs</li> <li>• The incumbent will be responsible for the collection, accurate representation, and reporting of data for the project aligned to various stakeholder specifications.</li> <li>• The Officer will also be responsible for the coordination of externally conducted evaluations, and implementing AMEL plan for a high-quality, results-oriented project objective focused on economic growth and behavior change specific to the biodiversity</li> </ul>

conservation in East Africa.

- In addition, the Officer will design and apply approaches to support effective learning to ably assess impact and continuously improve the quality current organizational services, and keep abreast of developments in the sector to inform the organization's evaluation and organizational learning strategies.

### **3. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE**

- Degree or higher qualification with a strong analytical component
- Masters level qualification or equivalent experience in monitoring, evaluation or learning approaches will be an added advantage
- Experience with database and statistical applications such as SPSS, SAS or STATA.
- Strong proficiency with MS Office suite applications
- Familiarity with no and low-cost software applications to support data management, analysis, and reporting
- Extensive experience in designing and implementing M&E activities
- Demonstrated experience with data tracking tools.
- Advanced skills in monitoring, evaluation, feedback, and learning methods; including significant knowledge of international best practices and experience with M&E frameworks, feedback, and learning processes;
- Five or more years of experience in supporting evaluation and learning in an international conservation context with ability to contextualize the same in the African setting.
- Demonstrated knowledge of and experience in monitoring and evaluating within a conservation context
- Direct experience in the design, building and use of M and E systems
- Experience in knowledge management and data analysis with a solid grasp of both quantitative and qualitative methodology
- Knowledge of and experience in working in the role [M & E] within an USAID context, will be desirable
- Experience of developing partnerships or collaborations for joint M&E work

### **4. KEY SKILLS AND COMPETENCIES**

- Strong people skills; considerable experience of collaborative work; high emotional intelligence and positive attitude to working with non-M&E specialists and appreciation of the contribution others can make.
- Excellent writing, communication, and presentation skills;