

# Monitoring, Evaluation and Learning Manager

Location: [Africa] [Rwanda]

Town/City: Kacyiru Sud

Category: Programme Effectiveness

Job Type: Open-ended, Full-time

## JOB OPPORTUNITY

### MONITORING, EVALUATION AND LEARNING MANAGER

World Vision is a child-focused Christian humanitarian organization implementing development programmes in 28 Districts of Rwanda. Our interventions are currently reaching more than 1.5 million people.

World Vision Rwanda seeks to hire a highly-qualified, dedicated and experienced national for the role of Monitoring, Evaluation and Learning Manager. This critical position will be based in Kigali, reporting to the Chief of Party (CoP).

#### **Purpose of the position:**

The Monitoring, Evaluation and Learning Manager has overall responsibility for providing coordination and leadership for monitoring, evaluation and learning of the grant, including both formative (pre-intervention) and summative research (post-intervention). Monitoring, Evaluation and Learning Manager would also be responsible for the evaluation that will sum up the grant's accomplishments in accurate and objective way. **Please note that this position is contingent upon funding and donor approval.**

#### **The major responsibilities include:**

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% Time	Major Activities	End Results Expected
40%	<p data-bbox="579 271 1015 360"><b><i>Monitoring &amp; Evaluation and Reporting</i></b></p> <ul data-bbox="627 443 1015 2007" style="list-style-type: none"> <li data-bbox="627 443 1015 701">• Develop the overall framework for grant M&amp;E in accordance to the design document and donor requirements</li> <li data-bbox="627 779 1015 875">• Prepare M&amp;E plan and budget</li> <li data-bbox="627 954 1015 1211">• Participate in development of the annual work plan, ensuring alignment with technical strategy</li> <li data-bbox="627 1290 1015 1615">• Identify the requirement for collecting baseline data, prepare terms-of-reference for and arrange the conduct of a baseline survey, as required.</li> <li data-bbox="627 1693 1015 1895">• Clarify and/or facilitate process for monitoring and evaluations of sub-grantees</li> <li data-bbox="627 1973 1015 2007">• Oversee and execute</li> </ul>	<ul data-bbox="1074 371 1465 2007" style="list-style-type: none"> <li data-bbox="1074 371 1465 461">• Effective M&amp;E framework is in place</li> <li data-bbox="1074 539 1465 629">• M&amp;E plan and budget are available on time</li> <li data-bbox="1074 752 1465 842">• M&amp;E is aligned to grant objectives</li> <li data-bbox="1074 920 1465 1010">• Baseline research report is available</li> <li data-bbox="1074 1088 1465 1346">• Sub grantees demonstrate required M&amp;E capacity and produce quality M&amp;E reports</li> <li data-bbox="1074 1469 1465 1559">• Strong M&amp;E processes are applied</li> <li data-bbox="1074 1637 1465 1783">• M&amp;E reports are available and include lessons learnt</li> <li data-bbox="1074 1906 1465 2007">• Evaluation recommendations are</li> </ul>

	<p>M&amp;E activities with particular focus on results and impacts as well as in lesson learnt; and monitor the follow up on evaluation recommendations</p> <ul style="list-style-type: none"> <li>• Guide staff and executing partners in preparing their progress reports in accordance with approved reporting formats and ensure their timely submission. This includes quarterly progress reports, annual project reports, inception reports, and ad-hoc technical reports.</li> <li>• Prepare consolidation progress reports for grant management including identification of problems, causes of potential bottlenecks in the project implementation, and providing specific recommendations</li> <li>• Undertake regular visits</li> </ul>	<p>implemented</p> <ul style="list-style-type: none"> <li>• Well documented and targeted consultancy outcomes, if consultants are hired to support M&amp;E</li> </ul>
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	<p>to the field to support implementation of M&amp;E and to identify where adaptations might be needed</p> <ul style="list-style-type: none"> <li>• Identify the need and draw up the ToRs for specific studies; Recruit, guide and supervise consultants or organizations that are contracted to implement special surveys and studies required for evaluating grant effects and impacts</li> </ul>	
30%	<p><b><i>Project/Program Learning</i></b></p> <ul style="list-style-type: none"> <li>• Establish a learning culture within the organization and among implementing partners to document learnings and best practices for ongoing and future programing.</li> <li>• Ensure timely dissemination and</li> </ul>	<p>Lessons learnt and best practices documented and disseminated for the project learning and decision making</p>

feedback of available  
data to appropriate users

- Ensure effective scale up  
and depth in  
programming based on  
evidence
- Support CoP,  
DCoP/Partners to  
document their  
successes and best  
practices into appropriate  
knowledge assets
- Ensure information  
sharing, consultation and  
participation and  
feedback collection are  
integral part of the  
Project
- Ensure all M&E related  
data, reports, and  
records are clearly  
organized archived in a  
central location for future  
reference.
- Identify the core  
information needs of  
grant management,

partners and funding agencies

- Check that monitoring data are discussed in the appropriate forum and in a timely fashion in terms of implications of future action. If necessary create such discussion forums to fill any gaps.
- Organize (and provide) refresher training in M&E for grants staff, implementing partners, local organizations and primary stakeholders with view of strengthening local M&E capacity
- Design and implement a system to identify, analyze, document and disseminate lessons learned
- Network with external and WV internal partners to promote learning and achieve M&E excellence

30%	<p><b>People management, capacity building and risk mitigation</b></p> <ul style="list-style-type: none"> <li>• Ensure all M&amp;E staff supervised by this position are guided, mentored and their capacities built in order to deliver high quality products</li> <li>• Ensure M&amp;E Officers are assisted in strengthening their understanding of M&amp;E concepts &amp; competencies and are equipped with knowledge, tools and resources to support M&amp;E functions at project level</li> <li>• Ensure partner capacity is built to comply and produce high quality M&amp;E products in-line with WV Rwanda and donor standards &amp; requirements.</li> <li>• Ensure management of</li> </ul>	<ul style="list-style-type: none"> <li>• M&amp;E staff capacity needs assessment conducted and addressed.</li> <li>• M&amp;E staff performance effectively managed.</li> <li>• Project risks are mitigated</li> <li>• A high performance culture and accountability maintained within the team to enhance effectiveness</li> </ul>
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	<p>day-to-day M&amp;E tasks are completed with appropriate resources, proper planning and to the highest standard required.</p> <ul style="list-style-type: none"> <li>• Support other tasks as required by the CoP</li> </ul>	
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**Minimum education, training and experience requirements to qualify for the position:**

- Bachelors' degree in Business Administration, Economics, Social Sciences, Information Systems, or Development related field
- Familiarity with USAID's Collaborating, Learning and Adaption (CLA) approach
- Seven (7) years relevant experience, with at least five (5) years USAID grant experience
- Report writing, research, monitoring and evaluation skills
- Experience in People management
- Ability to design and manage assessments, baselines, and evaluations
- Excellent analytical, planning, organizing and management skills
- Must be able to work with multiple deadlines and high demands



- Ability to handle sensitive and confidential information with absolute discretion
- Proven experience in conducting research studies, baseline and impact evaluation surveys, preferably within multi-sector approaches
- Fluency in English, both written and spoken

**Preferred Skills, Knowledge and Experience:**

- Masters' degree in Business Administration, Economics, Social Sciences, Information Systems, or Development related field is preferred
- Work experience in an international relief and development organization is preferred
- Experience in managing inter-agency consortiums is preferred
- Proficient project management skills is preferred
- Strong capacity building skills using different methodologies
- Proven competence in Statistical package including but not limited to SPSS, STATA, ODK, etc.
- Knowledge of various technologies that can leverage programming, such as GIS, Mobile solutions in research, etc.
- Ability to work in a cross-cultural environment

**Salary:**

The salary is commensurate with qualifications and experience.

**NB: Women are highly encouraged to apply.**

**How to apply:**

Should you wish to apply for this position, please go to <http://careers.wvi.org/job-opportunities-in-rwanda>

If this is your **first time applying online** via the World Vision International careers website, you will need to register an account along with your application details. This site will provide you with additional functionality, such as saved searches and email alerts. Registration requires minimal information to create your account. Further details will be collected during the application process.

**All applicants must apply using our online application system,** CVs received via email or standard post will NOT be considered.

In case you face any challenges in applying, please let us know on [wvrwanda-recruitment@wvi.org](mailto:wvrwanda-recruitment@wvi.org) (no applications will be accepted through this email).

The closing date for submission of applications is **27 October 2020; no late applications will be accepted.**

World Vision is committed to adult and child safeguarding and does not employ staff whose background is not suitable for working with children and vulnerable adults. All employment is conditional upon successful completion of all applicable background checks, including criminal record checks.