

## Project Officer - Monitoring & Evaluation (Isiolo)

Location: [Africa] [Kenya]

Town/City: Oldonyiro

Category: Programme Effectiveness

Job Type: Fixed term, Full-time

World Vision Kenya is part of the Inter-Agency Scheme for the Disclosure of Safeguarding-related Misconduct in Recruitment Process within the Humanitarian and Development Sector and all candidates will thus be screened as appropriate for any safeguarding related misconduct.

Job Title : Project Officer – Monitoring & Evaluation

Reporting to : Cluster Manager

Grade Level : 12

Work Location : Isiolo

### **Purpose of Position**

The purpose of this position is to establish an effective monitoring, evaluation, accountability and learning system in achieving efficiency and accountability of the Isiolo Economic Empowerment Project, aimed at enhancing economic empowerment for rural women within the ASALs parts of Isiolo County.

### **Major Responsibilities**

#### **Technical Support in Project Planning and Design (30%)**

- Take lead in the design and implementation of a monitoring framework to track delivery against project objectives.

- Developing internal reporting schedules & templates, clarifying what level of information is needed and where, with key responsibilities assigned, and reviewing proposals, with a particular focus on checking log frames and ensuring indicators are SMART
- Review and update log frames, M&E Plans, Project indicators and periodic targets and detailed implementation plans.
- Support develop clear and implementable work break down structure for respective activities
- Identify and document the project geographical coverage and produce a RS/GIS activity /Project map.
- Participating in the development of tools and guidelines for data collection, collation and reporting, with a focus on establishing Output and outcome Tracking, systemically checking data for quality, accuracy, and consistency, and providing feedback as necessary;
- Contribute to the design of MEAL methodology and child-focused indicators by the project team, and to the promotion of child participation in M&E planning and accountability.
- Provide support and participate in project design (assessments baseline surveys)

### **Project Assessment, Monitoring, Reporting & Evaluation (30%)**

- Provide technical support in implementing/mainstreaming the project M&E system to the existing M&E system in WVK.
- Monitor project implementation levels and report progress, impact and best practices.
- Provide technical guidance in carrying out baseline assessments, mid and end of project evaluations across the project location.
- Support development of ToR in collaboration with other project teams and identify specific data requirements
- Use process, output level quality benchmarks as reference to undertake field monitoring visits,

focusing on programme quality aspects, discuss with relevant staff and share reports with relevant colleagues.

- Take charge of collating and analyzing data and synthesizing information, updating the monitoring matrix and other monitoring tools in place.
- Ensure timely analysis of monitoring data and dissemination to key stakeholders for management decision making.
- Follow up with project teams on programme quality improvement action plans. Ensure action points are followed up and relevant measures taken and incorporated into programming.
- Designing situation analysis, needs and baseline/end line assessments, external reviews, evaluations and documentation, and identifying resources, including technical resources, both within WVI and externally.
- Support the implementation of processes to review the quality of existing project data, information collection methods and the suitability of the existing data for the provision of sound baseline information.
- Always ensure to store collected data securely as per policies relating to data protection for the project
- Disseminate all project information related to M&E to staff and partners
- Ensure Project alignment to the donors and support office evaluation protocols and methodological tools
- Prepare and share high quality and timely routine project management reports (Monthly, quarterly, semi-annually and annually) as per donor requirements.
- Facilitate monthly Data Quality Assessments to ensure reliability of the data by verifying on source data documents and quality of the same.
- Manage beneficiary data base.

### **Learning, Documentation & Capacity Development (20%)**

- Ensure continuous learning and documentation of lessons learnt and best practices for program design, monitoring and evaluation frameworks related to emergency response.
- Coordinate the sharing of learning related to MEAL practices across projects and provide support when internal/external reviews, evaluations, and lessons learned exercises should be employed.
- Support the development of project case studies, human interest stories, documentaries and other related materials
- Organize/ project reflection & learning events to document lessons learnt, good practices and areas of improvement.
- Ensure that lessons learnt and reports are documented (printed, visual) and published for sharing with the donor and other partners and proactively share information and learning with internal and external stakeholders
- Develop capacity building plans and support WV and partners in building their capacity in M&E and in the management of information systems, development of required formats, key indicators, needs assessments, frameworks for evaluation, qualitative documentation of outcomes and impact of projects.

### **Database Management (10%)**

- Provide MIS content/requirements and feedback to project team and document progress on indicators/achievement of targets using Indicator Tracking Tables (ITT)
- Support the development of systems and processes for the implementation of M&E policy and procedure based on WV best practice, developing frameworks to integrate impact assessment and learning and knowledge management into the programme and project cycle;
- Plan tracking for Project indicators of strategic relevance from secondary and primary data, with partners and communities

- Maintain a tracking spreadsheet for M&E activities and events – baselines, assessments, reviews, evaluations – tracking trends and recommendations, progressing their implementation where appropriate.
- Compile, consolidate and analyze quantitative and qualitative project data and contribute into subsequent reporting through monthly MEAL reports, updates, successes and issues from the MEAL tracking tools.
- Take lead in the analysis of data collected under the monitoring framework for assessment of progress and areas for improvement.
- Support remote sensing and GIS Mapping of Program activities, Outputs and Beneficiaries in all the Counties
- Ensure the appropriate use of information management systems in compliance with WV Kenya, GoK, and in line with partnership and donor agreements.

#### **Engagement, Networking and Partnerships (5%)**

- Maintain links with relevant stakeholders for collaboration, networking, resource sharing, material development and learning activities.
- Ensure WVK visibility and participation in M&E Technical working groups in the County

#### **Others (5%)**

- Perform any other duties as assigned by supervisor or designee.

#### **Knowledge, Skills and Abilities**

- Must have a minimum of a Bachelor's degree in Social sciences, Monitoring and Evaluation or Project management, Statistics or related discipline from a recognized University.

- Minimum three years practical experience in M&E system coordination/ implementation in international non-governmental organization or other international relief/development body
- Proven technical ability around M&E (i.e. experience in Data collection on the Open data kit platform and other mobile based applications, ability to conduct data analysis and interpretation)
- Working knowledge of data/statistical programmes e.g. SPSS, Stata etc
- Demonstrable track-record in data tracking and evaluation, with the ability to support staff and partners on M&E methodology and analyze and disseminate information to a range of stakeholder audiences internally and externally;
- Well-developed research, analytical (qualitative and quantitative), documentation, report-writing and strategic planning skills.
- Experience in working on donor funded programs is an added advantage.
- Excellent communication skills in English language (both oral and written), networking and influencing skills.
- Excellent computer skills, including proficiency in MS Office or another main email system such as Microsoft Outlook
- Ability to work with minimal supervision.
- Ability to maintain performance expectations in diverse cultural and inter-faith contexts.