

MONITORING, EVALUATION & LEARNING (MEL) OFFICER

ABOUT US (ILEPA)

ABOUT THE ROLE

ILEPA puts emphasis on a systems approach to design programs for maximum impact. We constantly endeavour to influence systems through our transformative work and use our learning for advocacy, while taking strategic opportunity to promote respect for human rights and social inclusion as a cross-cutting theme across all of our work.

Reporting to the Programmes Manager, the MEL Officer will support in designing and continuation of relevant MEL processes and tools in coordination with project delivery teams and any other relevant implementing partners.

This will involve; developing and supporting use MEL systems to collect, aggregate and analyse data in addition to playing a partnership role in ensuring the compliance and reporting requirements of development partners and other key stakeholders are met in full.

SCOPE

Position	Monitoring, Evaluation & Learning (MEL) Officer
Title	MEL Officer
Relationships Internal	Project Delivery Teams, Programmes Manager, Finance and Admin
Position Status	Full-Time

ACCOUNTABILITIES

Leadership and Strategic Alignment

- Provide data that supports routine quarterly and annual reporting of the organization's programmes.
- Provide data on the Project indicators and show progress against targets.

Strengthening Profile, Generating Funding and Managing Relationships

- Contribute to the proposal development by participating in design workshops that build proposals.
- Ensure that MEL, gender assessments, and learning and reflection are built into proposals (log frames and budgets)
- Ensure learning from program delivery feeds into organizational profile strengthening through stories of change and impact reporting.

Delivering Quality

- Develop project-level MEL plans/log frames that ensure the tracking of program results at different levels (outputs, outcomes, and impact).
- Maintain the online project database and ensure regular data updates and integrity.
- Effectively formulate, implement, and enforce proper data collection tools, processes, and procedures for the project.
- Monitor overall progress on achieving results, including the sustainability of the project results.
- Aggregate and analyze data from across the project interventions to contribute to management decision-making and reporting.
- Conduct field visits to validate data and monitor the quality and completeness of data sets; coordinate data collection at project sites and ensure timely data compilation and reporting.
- Work closely with the project team and partners to ensure appropriate feedback mechanisms are incorporated into the project.
- Conduct project-level review, learning, and reflection sessions, as specified in the MEL framework as a key accountability mechanism.
- Collate project learning and ensure effective knowledge management between departments and affiliates to ensure the whole organization benefits from and applies programmatic learning.
- Support quality project baseline, mid, and end evaluations, ensuring findings are reflected and evaluation management responses are prepared.
- Ensure timely reporting: monthly, quarterly, annual, and end-of-project reports in accordance with donor requirements.
- Ensure gender and social inclusion are embedded in MEL.
- Support the programs and communications teams in documenting impact/success stories.

Sensitivity on Gender Equality and Social Inclusion:

Should have respectful beliefs regardless of their gender, age, sex, race, ethnic background, culture, different ability, nationality, religion, and marital status. Is

sensitive and adaptable to gender and social inclusion and adopts inclusive practices. Responds and behaves appropriately in different situations.

PERSON PROFILE

To be successful in the role, the ideal candidate should meet the following requirements:

Experience & Knowledge

- Advanced university degree (Masters or higher) in education, social sciences (e.g., sociology, anthropology, demography, political science, social policy, or economics), statistics, international development, or in one of the social sciences with strong research training and experience or other relevant field is required).
- Minimum of 3 years of work experience in knowledge management, monitoring, and evaluating programs with an organization with a robust M&E component.

Essential:

- Strong technical skills, including the use of PowerBI or Tableau.
- Good knowledge of using indicators at output, outcome, and goal levels and developing tools for measurement purposes.
- Strong experience in evaluation methodologies such as outcome mapping and Most Significant Change.
- Experience in integrating gender and inclusion into project design and MEAL aspects.
- Successful track record of implementing effective MEL systems, including experience in quantitative and qualitative data collection and management.
- Experience in gathering learnings and promoting their application.
- Proven analytical and problem-solving skills to understand the range and content of the organization's thematic work and
- provide practical solutions to operational challenges.
- Experience working with indigenous peoples and human rights-based approaches is an asset.

Key Competencies

- Builds and maintains partnerships
- Demonstrates self-awareness and ethical awareness
- Drive to achieve results for impact
- Innovates and embraces change
- Manages ambiguity and complexity
- Thinks and acts strategically
- Works collaboratively with others

Applications should be emailed to hrm@ilepa-kenya.org indicating clearly on the email header the title of the position by September 9, 2024