

CARE INTERNATIONAL IN KENYA

JOB DESCRIPTION

CARE International is a leading humanitarian organization fighting poverty and addressing the health and wellbeing of vulnerable and marginalized individuals, families and communities worldwide. We place special focus on working alongside poor women and girls because, equipped with proper resources, women have the power to help whole families and entire communities escape poverty. CARE has been operating in Kenya since 1968, working with government and a wide range of partners to alleviate poverty and its underlying causes, while building capacity for self-help through various interconnected but distinct projects implemented in various regions of Kenya. CARE values the participation and input of the beneficiary communities in the planning and implementation of programmes.

CARE is currently seeking qualified candidates for the position of **Monitoring, Evaluation (M & E) Manager** on the anticipated World Bank/Ministry of Labour and Social Protection funded 'Technical Assistance to Support Implementation of Economic Inclusion Intervention, under the Kenya Social and Economic Inclusion Project' (KSEIP). The **M & E Manager** will provide leadership and guidance to the KSIEP program team on all M & E related issues. He/she will act as the primary point of contact for establishing and managing a data processing environment responsive to World Bank/Ministry reporting and learning requirements.

Recruitment is contingent upon successful award of the project and the selection of the final applicant is subject to the Ministry of Labour and Social Protection approval. Nationals of Kenya are strongly encouraged to apply. This procurement is expected to be a three-year cooperative agreement.

JOB TITLE:	Monitoring and Evaluation Manager
DEPARTMENT/PROJECT: (KSEIP)	Kenya Social and Economic Inclusion Project
SUPERVISOR:	National Technical Assistance Coordinator
LOCATION/DUTY STATION:	Nairobi
DATE OF EMPLOYMENT:	TBD
GRADE:	
JOB SCORE:	

PRIMARY RESPONSIBILITIES:

To lead the development of a Monitoring and Evaluation module for the project implementation with SPS, SAU and DSD systems. More specifically:

- Lead the development, implementation, refinement, and harmonization of the activity's MEL system, including the development of indicators, targets, and monitoring systems
- Establish and manage a data processing environment responsive to WB/Ministry reporting and learning requirements
- Determine and design a learning agenda across all 3 technical components of KSIEP:

Enhancing institutional capacity and social protection delivery systems, particularly coverage and functionality of SR and improving efficiency of other delivery mechanisms

Investing in scale up of existing nutrition sensitive safety net and testing customized economic inclusion models as a complement to the regular cash transfers

Improving the shock responsiveness to the safety net system by expanding its coverage and strengthening the financing arrangements for enhancing household resilience

- Strengthen the M&E system, building capacity of partners and staff, and improving alignment and support to host-country M&E systems
- Determine and design a learning agenda across all 3 technical components of KSIEP.
- Take lead in documentation of lessons learnt and best practices as well as dissemination on the same.

Job Responsibility - Development of M&E system

- Design the M&E systems and tools for grant, based on the program proposals/documents. Make sure that the systems capture both quantitative and qualitative data collection.
- Adapt the tools and processes in line with M&E systems for CO programming and develop processes for assessing, planning and implementing capacity building of program staff, and implementing partners' (I/NGO, Government departments) staff in use of tools.
- Support project M&E staff in use of M&E system and tools to collect key lessons learned, and ensure such lessons are disseminated to the CO staff and implementing partners.
- Identify the needed technical assistance to enhance the M&E capacity of CO programme and propose how to access it.

Job Responsibility- Programme Documentation

- Set up and maintain a common electronic and hard copy system for access to key documents such as M&E tools, tracking and reporting forms, monitoring reports, proposals, donor requirements and reports, evaluations and other program information
- Provide oversight to development and centralized documentation and storage of M&E data for continuous and future use by the CO and partners.
- Critically analyze data and create, and or collect case studies, success stories shareable with internal and external audiences.

Other Requirements:

- At least 8 years of work experience in an M&E role, designing and implementing monitoring, learning and evaluation tools and systems;
- At least 5 years of work experience with monitoring and evaluation related to sustainable livelihoods, economic strengthening; and economic development for vulnerable populations;
- At least 5 years of experience with quantitative and qualitative research methods, fielding surveys and leading primary data collection exercises;
- Experience in research and analysis, statistical analysis, strategy development, mainstreaming, and capacity building;
- Strong research, analytical, interpersonal and communication skills and the ability to work effectively with a wide range of constituencies;
- Excellent creative and conceptual skills;
- Knowledge of core computer packages e.g. WORD, Excel, SPSS, EPI-INFO;
- Training/facilitation;
- Quantitative and qualitative data analysis skills;
- Track record of strong commitment to sharing knowledge, documenting experiences, supporting creative initiatives, and sharing credit;
- Ability to travel within project areas as required.

The incumbent must use interpolative skills to pick and choose the right strategy to address a given problem and also has to deal with variable situations, which need analysis, problem definition and development of alternative solutions.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____