

**CARE INTERNATIONAL IN KENYA
JOB DESCRIPTION**

EMPLOYEE NAME:

ISOC-08 OCCUPATIONAL CLASSIFICATION:

Group #:		
Subgroup#:		
Job group#:		

JOB TITLE: **Monitoring, Evaluation, Accountability, and Learning (MEAL) Coordinator**

DEPARTMENT/PROJECT: Women Voice & Leadership Program

OPERATIONAL SUPERVISOR: Women's Voices & Leadership Program Manager

TECHNICAL SUPERVISOR: Program Quality & Accountability Manager

LOCATION/DUTY STATION: Nairobi

DATE OF EMPLOYMENT: November 2018

GRADE: G

JOB SCORE:

JOB SUMMARY & PURPOSE:

The purpose of this position is to ensure the Women Voice & Leadership (WVL) program is of high quality, mainstreams feminist approaches, utilizes learning and knowledge within and outside of CARE Kenya to develop/design and improve programs to achieve high impact. The holder of the position will provide technical support and guidance on gender transformative and feminist approaches to MEAL and ensure initiatives are informed by gender analysis and informed by desired changes that seek to empower and increase voices of women's rights organizations and their constituents. The MEAL Coordinator will manage the WVL Program knowledge management and learning agenda ensuring that this supports the WVL program for improvements, learning and sharing internally and externally and that systems are in place to facilitate this. The MEAL Coordinator is expected to work in collaborative partnership with women's rights organizations to develop and strengthen a WVL program MEAL system to track outputs, outcomes and contributions to impact, ensuring data for key performance indicators is collected, verified and reported on, timely - but also holistically for all initiatives under the WVL program. S/he should will build the capacity of WROs in results based reporting and feminist MEAL, and will ensure that all partner WROs projects / initiatives have systems to monitor adherence to CARE's programming principles and abide by agreed CARE standards.

Tasks and responsibilities.

1. R 1: Guiding development and implementation of WVL program impact measurement systems (40%)

Tasks

1. Coordinate and take a leading role in the development and implementation of the program's monitoring and evaluation system for impact and outcome measurement, using collaborative methods to build the system with WRO partners and for multiple reporting needs.
2. Coordinate all MEAL activities to ensure the Program achieves its goals and corresponding objectives and targets.
3. Oversee the development, regular update and implementation of the Performance Measurement Framework and MEAL plan to capture Program performance and results, including activity, output and outcome monitoring, , baseline, mid and end line assessments, and all monitoring for process/fidelity of implementation and outcome evaluations.
4. Ensure mainstreaming of feminist MEAL approaches in the MEAL system design and implementation.

5. Facilitate participatory processes with program's partners for the development, implementation of the program's MEAL system.
6. Lead/coordinate tools development, testing, and management of data capture systems and oversee data flow pattern for the Program that will ensure timely and user-oriented data collection and reporting.
7. Ensure high-quality implementation, consistent with CARE/Donors monitoring and evaluation guidelines, protocols, information and reporting systems.
8. Use data to contribute towards strategic decision-making, Knowledge management, sharing best practices and program planning with program team and with partner WROs.
9. Ensuring data is entered, analyzed, **documented and written**, and disseminated.
10. Promote and support the dissemination of Program information among the Program team.

R2: Reporting, Documentation, Knowledge management and Learning support (25%)

1. Lead results reporting by providing written, oral, video and other forms of documentation on MEAL activities and indicator results for progress, , quarterly, bi annual and annual, as appropriate.
2. Coordinate and guide partners in their reporting, and documentation responsibilities. Ensure that the MEAL system meets the evidence and communications needs of WRO partners.
3. Review program achievements against indicator targets with a view to strengthening reporting as well as decision making.
4. Keep up to date program related data and reports for reference by the program team as well as other stakeholders.
5. Provide data for internal and donor reports as well as internal documentation and reporting systems (e.g. CARE International PIIRS).
6. Liaise with CO Program Quality & Accountability department to develop Knowledge Management & Learning (KM&L) agenda for WVL Program.
7. Develop WVL Program KM&L strategy, system, processes and annual action plan ensuring that systems are technologically supportive to facilitate easy and efficiency in information management.
8. Provide technical leadership and coordination in designing KM&L agenda and events for partner WROs.
9. Take lead in documentation of lessons learnt and best practices as well as dissemination on the same.
10. Disseminate findings from research and evaluations.
11. Lead strategic collaboration activities with key partners and stakeholders to learn from Program data and adapt interventions as appropriate

R3: Capacity building of staff and partners and technical Support (35%)

Tasks

1. Facilitate the active participation of partners in the design and implementation of the WVL MEAL system.
2. Together with partner WROs, design and implement a MEAL capacity strengthening strategy for partner WROs, based on a participatory capacity assessment. .
3. Guide and support the partner WROs technical staff, in the implementation of the MEAL system in line with the WVL Program proposal/Design.
4. Coordinate partner WROs staff and provide updates to CARE staff on progress made on WVL program and contribution to WRO strategic goals as well as CARE CO Strategy and CI 2020 Program Strategy.
5. Provide input in the design of new initiatives to ensure the needs of impact groups are addressed in accordance with WVL Program and CARE Kenya's programme approach.
6. Provide technical assistance in performance monitoring, programme evaluation, dissemination and utilization of information.
7. Provide technical guidance in program monitoring, evaluation and research initiatives to both CARE Kenya and WROs engaged in the program.
8. Oversee and/or conduct targeted evaluations, including design, support in data collection, management and analysis
9. Contribute to the development of the WVL Program annual operating plan, ensuring alignment with programme approach and achievement of annual target indicators.

10. Work with WROs to focus on efforts to utilize training monitoring systems to track and monitor trainers and participants at training events to facilitate follow-up and documentation
11. Develop and operationalise monthly WROs monitoring visits that facilitate improvement in program delivery.

R4: Any other appropriate duties assigned by supervisor

AUTHORITY:

1. Spending Authority:
2. Supervision (Direct): None
3. Decision Making: strategic, analytical and MEAL decision making.

CONTACTS/KEY RELATIONSHIPS (internal & external):

- The MEAL Coordinator Manager reports directly to Women's Voices & Leadership Program Manager with a matrix management relationship with the Programme Quality Manager
- Apart from the direct reports, the MEAL Coordinator will work closely with the Director Women Empowerment and Transformational Change, Knowledge Management and Learning Coordinator & partner Women's Right Organizations' staff.

WORKING CONDITIONS:

Position is based in Nairobi with approximately 50% travel to the field offices (partner WROs).

Qualifications and experience required

- Degree in Monitoring and evaluation, Impact measurement, Project Management and planning, statistics, social sciences or related field or equivalent experience. Master's degree is an added advantage
- At least 5 years experience in management or coordinating positions in monitoring and evaluation and program quality in development programs in at least two of the following areas: gender equality, , women's rights, organizational strengthening, or feminist movement building;
- Excellent written, verbal English and presentation/communication skills.
- Demonstrable ability to develop and implement gender transformative monitoring and evaluation systems and plans, and Applied know kedge and understanding of feminist approaches to MEAL.
- Proven expertise in quantitative and qualitative methodologies, participatory approaches, management information systems, reporting, data quality assessments, data analysis and presentation
- Experience in using collaborative, consensus based and informal adult education approaches to build partner skill and knowledge, provide training and foster effective and participatory decision making amongst partners meet evolving Program measurement needs.
- Demonstrated strong management, coordination, teamwork and planning skills with proven ability to function effectively with multiple programs/projects in both the public and NGO sectors
- Experience with and understanding of relevant donor frameworks and reporting systems
- Strong technical skills, including ability to process and analyze both quantitative and qualitative data using appropriate software and platforms.
- Knowledge on GIS is an added advantage.
- Familiarity with mobile data collection tools – ODK, KOBO Collect, E- recording

Desirable

- In depth understanding of underlying causes of poverty, vulnerability and gender inequality in Kenya with good knowledge of the political, economic, social and technological environment is desirable.
- Knowledge and understanding of the Kenya's women's movement.
- Demonstrated commitment to gender equality and women's empowerment
- Experience and knowledge on the development of theory of change desired
- Knowledge of statistical computer packages e.g. SPSS, EPI-INFO etc.
- Extensive knowledge of CARE programme approach, programming principles and frameworks is an added advantage

- Previous experience with Government of Canada funded projects is an asset.

Other Skills

- **People Skills:** Ability to work both independently and as a team player .The post holder needs to be able to work independently whilst supporting a wider team of monitoring and evaluation staff in other departments as well as the team in his/her unit and demonstrates leadership. The post holder needs to demonstrate diplomacy, good communication skills, possess excellent analytical skills, facilitation skills, and the ability to work as a team player.
- **Integrity:** Works with trustworthiness and integrity and has a clear commitment to CARE's core values and humanitarian principles.
- **Resilience/adaptability and flexibility:** Ability to operate effectively under difficult circumstances and to interact effectively with a geographically dispersed multicultural team.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____