

**CARE INTERNATIONAL IN KENYA**  
**JOB DESCRIPTION**

EMPLOYEE NAME:

ISOC-08 OCCUPATIONAL CLASSIFICATION:

Group #:		
Subgroup#:		
Job group#:		

JOB TITLE: **Monitoring and Evaluation Officer**

DEPARTMENT/PROJECT: Emergency Response

SUPERVISOR: Emergency Response Coordinator

LOCATION/DUTY STATION: Laisamis Sub County, Marsabit Kenya

DATE OF EMPLOYMENT:

GRADE:

JOB SCORE:

**JOB SUMMARY & PURPOSE:**

Reporting to the Emergency Coordinator the officer will be responsible for field-level monitoring and evaluation activities of CARE International in Kenya Emergency Drought Response.

The purpose of the monitoring and evaluation (M&E) officer position is to provide leadership and support in development and operationalization of an M&E system for drought response (on Food Security and Nutrition and WASH) in Laisamis Sub County of Marsabit County and for WASH monitoring support in Garissa county, working collaboratively with the implementing partners. He/She will develop and use M&E plans and processes and will develop and support partners' capacity to monitor and demonstrate progress and outcomes of interventions. In addition, the M&E officer will be providing data management support to the project on a day to day basis, to help strengthen data checks and ensure that data is of high quality, supporting project officers to carry out onsite data verifications and mainly drives the learning agenda (generating evidence, documentation of innovations and their outcomes at all levels) of the project. The M&E Officer will also support the project in ensuring partners are complying with data collection and reporting tools at project level.

**Tasks and responsibilities**

**R 1: Leadership and Coordination for CARE in the Development and operationalisation of an M&E system and Innovations Knowledge management and Learning system and Capacity Building**

**Tasks**

- 1.1. Lead the development of the M&E plan and implementation strategy, ensuring that all interventions and innovations are well captured and indicators of monitoring progress and measuring outcomes are technically sound and captured.

- 1.2. Support the Emergency Response Coordinator in the development and management of a coordinated partnership with implementing partner as well as county government M&E (agreements, performance benchmarks, supportive systems, operational engagement)
- 1.3. Provide leadership support project staff in all aspects of M&E for the project
- 1.4. Working closely with the field Project team, review and support development of M&E plans for the project that is in line with the overall program M&E plan.
- 1.5. Support compliance to the project M&E Plan at Country office level and monitoring compliance of partners and CAREs M&E plans while supporting partners to comply.
- 1.6. Develop, in collaboration with implementing partner, local NGOs GOK M&E assessments and identification of project beneficiaries, data base and ensure the same is updated monthly and reports generated, as often as per indicators for reporting progress at individual level and contextual level.
- 1.7. Support monitoring of M&E activities as indicated in their work plan while ensuring that the activities are in line with what is stipulated in their M&E plans and subsequently monitoring their M&E budgets.
- 1.8. Working with the Emergency Response Coordinator and partners, review or revise or develop tools for data collection and reporting and their guidelines for use at level while ensuring that compliance to the tools is achieved.
- 1.9. Monitoring and ensuring that the implementing partner is complying with reporting timelines and that reports received are complete for review by the project team.
- 1.10. Working closely with the project team and M&E partner, provide partners with quarterly progress updates of their projects and ensuring that the actions proposed are incorporated by partners to improve performance measurement.
- 1.11. Perform regular review of partners' work plans to ensure that targets are clearly stipulated and that indicator performance areas conform to periods indicated in the approved performance framework.
- 1.12. Identify M&E capacity gaps among the partners and develop capacity building plans to address those gaps.
- 1.13. Working closely with Project team, support the documentation of lessons learnt and case studies by partners.
- 1.10. Support the Emergency Response Coordinator in planning and facilitating project monitoring and evaluation strengthening activities for the project including partner management and support.

**R 2: Providing adequate data management support to the project while ensuring that data is of highest quality and there is evidence of adequate support documentation**

**Tasks**

- 2.1 Responsible for updating the project database in CARE, with verified performance results, ensuring partners project performance is up to date and supporting partners to track the same at their level for effective measurement of overall project performance.
- 2.2 Ensure individual tracking data base is up to date, and that M&E partners supportive activities are timely undertaken to enhance the learning agenda
- 2.3 Support partner to develop database/data capturing tools at their level for them to keep track of their performance and ensure efficient decision making.
- 2.4 Closely working with the project team, perform data quality checks/verification to all data received from partners with an aim of ensuring that project data received is reliable and accurate.
- 2.5 Ensuring partners are complying with the projects reporting guidelines and tools, and supporting them to utilise the same appropriately.
- 2.6 Working closely with the Project Officers and supported by the Emergency Response Coordinator, timely monitoring support at field level and routinely support the Emergency Response Coordinator to carry out data audits/trails.

2.6 Ensure that all project data support documents are appropriately stored for easy of retrieval during verification and other need basis.

### **R3: Strengthened Collaboration and Networking**

#### **Tasks**

- 3.1 Represent the project in core monitoring and evaluation committees, county engagements and related project activities as necessary.
- 3.2 Represent project in decentralised M&E forums, selected M&E capacity building and strengthening forums with a view to keeping the project and partners informed on current initiatives and developments in M&E, and provide staffs updates from these forums.
- 3.3 Perform any other duty as assigned by the supervisor, related to collaboration and networking.

### **R4: Strengthen CAREs performance in Emergency Drought Response**

#### **Tasks**

- 4.1 Support enhanced management cohesion of cross sectoral and innovation areas of the project at sectoral and Country Office projects and staff, in M&E.
- 4.2 Strengthen CARE's Monitoring and Evaluation roles including M&E systems development, reporting, capacity strengthening on quality M&E
- 4.3 Support CARE's achievement of strategic interventions as outlined in the strategic plan, project principles and other frameworks
- 4.4 Undertake any other relevant duties as assigned by supervisor or management that enhance CARE's mission.

#### **AUTHORITY:**

1. Spending Authority: N/A
2. Supervision: N/A
3. Decision Making: N/A

#### **CONTACTS/KEY RELATIONSHIPS (internal & external):**

Internal: Provides technical support on M&E to Field Officers, and the Emergency Response Coordinator. Receives support from the Emergency Response Coordinator, Program Quality Coordinator, and Sector Manager.

External: The position liaises primarily with implementing partner, other local NGOs and local county government and with all other partnering M&E Officers on issues of M&E.

#### **WORKING CONDITIONS:**

The position is based at Laisamis Sub County of Marsabit County. This is a none-family working station. Hot weather is prevalent throughout the year with limited basic amenities. Road movement to and from work station to Laisamis Sub County. Strict adherence to security instructions all the time. It is a six days work station with a compensatory time off according to CTO policy. The incumbent will be required to travel to Nairobi office and perform official responsibilities as will be required.

The incumbent shall reside in Laisamis, Sub County while executing official duties and shall obey and adhere to security regulations.

#### **QUALIFICATIONS:**

1. **Education:**

- a) A bachelors degree in social science, IT, statistics, economics, M&E, health or related field – a masters degree will be an added advantage
- b) Training in M&E is required.
- c) Training in Gender will be an added advantage

**2. Experience:**

- a) Three years of work experience in monitoring and evaluation of either, or, emergency interventions, cash based interventions, health, food security and nutrition, education and economic empowerment projects
- b) Familiarity with performance based funding systems and procedures.
- c) Ability to develop and implement monitoring and evaluation plans
- d) Excellent data analysis and report writing skills
- e) Computer literacy, particularly in the use of MS Access, MS Excel and statistical packages ( SPSS, STATA, EPI INFO etc)

**3. Competencies:**

- a) Data and information presentation skills
- b) Strong mentorship and partnership skills
- c) Analytical capacity
- d) Excellent inter-personal, facilitation skills and communication skills
- e) Person of high moral character and professional integrity
- f) Must expressly be supportive to girls and women's empowerment

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_