

## JOB DESCRIPTION

<b>Job Title:</b>	M&E advisor ( <i>Country</i> )
<b>Company:</b>	Self Help Africa (SHA)
<b>Department:</b>	Programmes
<b>Location:</b>	Africa ( <i>Lusaka, Lilongwe, Kampala, Nairobi, Addis Abbaba or Ouagadougou</i> )
<b>Contract Type:</b>	2 years – Full time with possible extension
<b>Reports to:</b>	Head of M&E
<b>Purpose:</b>	<p>SHA works with smallholder farmers in 9 countries in Sub-Saharan Africa to increase production and productivity, achieve better returns on investment and provide sufficient quantities and quality of food for their families to have a nutritious diet.</p> <p>The M&amp;E advisor (<i>Country</i>) works as part of the Monitoring and Evaluation (M&amp;E) Team to support the development of monitoring and evaluation systems in all technical areas of SHA's development work.</p> <p>The role will focus on implementation of our organisational M&amp;E approach.</p> <p>You will train our staff and partners in the use of our assessment tools and supervise data collection when needed.</p> <p>You are responsible for the implementation of the M&amp;E processes in (<i>Country</i>). This includes the whole M&amp;E cycle from M&amp;E plans, logframes &amp; Theory of Change through process preparation, training, data collection, analysing data and writing reports all in a timely manner to ensure that findings and recommendations can be integrated accordingly.</p> <p>As a member of the M&amp;E Team you will coordinate with other members of the team to ensure integrated M&amp;E approaches throughout the organisation.</p> <p>You will document and share learning across the organisation.</p> <p>This role involves a significant amount of travelling in (<i>Country</i>) (30-40%) and once or twice a year travelling within Africa</p>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Lead on M&amp;E plans which includes:             <ol style="list-style-type: none"> <li>1. Planning of resources (human &amp; financial)</li> <li>2. Theory of Change and logframes</li> <li>3. Creation of M&amp;E tools when new indicators are used (Kobo toolbox/ Filemaker Go)</li> </ol> </li> <li>• Support and train staff (partners) in data collection using handhelds</li> <li>• Lead on Livelihood zoning and Wealth ranking exercises.</li> <li>• Support improvement of monitoring and evaluation processes across the organisation which includes participatory M&amp;E approaches and integrating feedback to our staff, partners and project participants.</li> <li>• Supervises all beneficiary data bases in (<i>Country</i>) and ensures that the M&amp;E reporting template is up to date.</li> <li>• You will support the Head of Programme in (<i>Country</i>) with quarterly and annual reports through delivering of updated M&amp;E figures.</li> <li>• Assist Project Managers in developing indicator tracking tools to capture quantitative and qualitative data for project performance indicators. Ensure that processes are in place to allow for systematic and inclusive feedback to communities and stakeholders on all programme reports and evaluations undertaken</li> <li>• Lead on Mid Term Reviews, and writes ToRs for baselines, endlines and evaluations. Lead on the selection of consultants for M&amp;E.</li> <li>• Contribute to ensuring that key learnings are integrated into the projects and across the organisation.</li> <li>• Organise learning workshops in (<i>Country</i>) to discuss findings, improvements and observations of the M&amp;E work.</li> </ul>

	<ul style="list-style-type: none"> <li>• Work together with the other members of the M&amp;E team and technical advisors on improving technical excellence and impact of all Self Help Africa programmes.</li> <li>• Advise on log-frames and theories of change in new project proposals for (<i>Country</i>).</li> <li>• Any reasonable duty may be assigned that is consistent with the job and its level of responsibility.</li> <li>• <b>Acuity of potential M&amp;E support/ contracts</b></li> </ul>
<b>Key Relationships:</b>	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• <b>Head of M&amp;E</b> (direct report)</li> <li>• <b>M&amp;E advisors (African countries)</b></li> <li>• Head of Programme &amp; Programme Managers in (<i>Country</i>)</li> <li>• <b>PSCs/ assistants?</b></li> <li>•</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Programme Partners</li> <li>• M&amp;E network in (<i>Country</i>)</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience with data collection in large surveys</li> <li>• Minimum of 3 years experience in international development</li> <li>• Experience in monitoring and evaluation systems.</li> <li>• Experience with data analysing</li> </ul>
<b>Qualifications/Other Requirements</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Proven data collection experience in Rural settings preferable in Africa</li> <li>• Excellent ICT skills in data analysing using MS excel</li> <li>• Degree or equivalent experience in international development.</li> <li>• Working knowledge of MS Office including MS Word, MS Excel and MS Powerpoint.</li> <li>• Proven experience in training and capacity building in M&amp;E practices</li> <li>• Expertise in designing data collection tools, sampling methodologies.</li> <li>• Experience of database management (Salesforce preferable).</li> <li>• Commitment to the vision and values of GSHA.</li> </ul> <p><b>Preferable</b></p> <ul style="list-style-type: none"> <li>• IHM<sup>1</sup> &amp; HEA experience</li> <li>• Experience with data analysing systems like: SPSS, SAS. STATA, or ...</li> </ul>
<b>Role Competencies</b>	<ul style="list-style-type: none"> <li>• Excellent communication and presentation skills.</li> <li>• Ability to work as part of an international team across jurisdictions and cultures.</li> <li>• Ability to deliver reports in a timely manner</li> <li>• Ability to work with minimum supervision.</li> <li>• Ability to train and mentor others.</li> <li>• Ability to solve problems and take corrective action.</li> </ul>

<sup>1</sup> IHM: Individual Household Method developed by Evidence for Development