VACANCY ANNOUNCEMENT

MONITORING, EVALUATION, REPORTING & LEARNING (MERL) OFFICER

Act Change Transform (Act!) is a local Non-Governmental Organization whose mission is to facilitate the empowerment of marginalized people and communities in Kenya and neighbouring countries, to become active participants in their development by enabling them to: stand up for their rights; demand good governance in the management of resources; and participate in decision-making processes. Act! does this through implementing partners, offering them capacity development, management of grants so that value for money is achieved and providing strategic leadership in national advocacy for the benefit of women, youth, people with disabilities and other marginalized communities.

Key Responsibilities

Working under the direct supervision of the Technical Lead MERL, the MERL Officer will work collaboratively with other program staff as well as have operational contact and interaction with Act!s partners.

1.0 Program Level, Monitoring, Evaluation, Reporting & Learning Support

- Contribute to the design and continuous review of the program Log frame and Results Framework.
- Oversee the design, management and maintenance of the programme database(s) to monitor and pro-actively track all performance indicators established in the results framework.
- Support the MERL Technical Lead in managing and conducting data collection process for all set programme indicators.
- In liaison with MER&L function team at Act! design and deliver MER&L trainings to all downstream partners on the programme.
- Support the MERL Lead to periodically review and disseminate basic MER&L training materials for programme use, among staff and partners.
- Support with the preparation of the monthly, quarterly and annual program reports for both internal and external stakeholders.
- Participate in planning and execution of external programme review and evaluation exercises.
- Participate in setting program performance targets in line with overall strategic goals of the program.
- Take the lead role in tracking implementing partners and grantees progress in achieving outcomes and impacts.
- Participate in the quarterly and other scheduled programme performance review meetings.
- Share information and lessons learnt with other programme staff.

1.1 Organizational MERL Team Support

- Review and consolidate detailed monthly and quarterly work plan and track implementation of the same, on a monthly basis.
- Support the overall MERL Lead to coordinate program teams to ensure compliance with all reporting & MER&L requirements of Act!
- Support the review of the monthly cumulative indicator performance tracking data (from Indicator Performance Tracking Tool – IPTT and all quarterly reports submitted by the program partners for compliance and data adequacy.
- File final cumulative data to track achievements against targets (from IPTT) for all partners as designated.
- Develop a programme summary and analysis of overall MER&L data for each quarter.

- Support the MERL Technical Lead to prepare a summary of the partners' needs and issues for follow up derived from quarterly reports and track responses.
- Contribute to Act! Partners support that documents "success stories" and other anecdotal information to enhance the overall quality of performance reports to the donors.
- Provide support in designing, planning and delivery of all Program technical trainings.

1.2 Support to Consortium/Implementing Partners

Overall, support the MERL Technical lead in providing MERL accompaniment, mentoring and training to implementing partner's MER&L counterparts as appropriate and on demand. Specific support would include the following: -

- The development of Monitoring, Evaluation and Reporting and Learning (MER&L) processes, tools and plans for partners and grant recipients – including online planning and reporting system.
- The implementation of partners MER&L plans through the life of the programme.
- Ensuring full compliance with Act! and (donor) data management and quality standards.
- Support partners in preparations and effective participation in the design and implementation of mid-term and end term evaluations/reviews, in particular the TORs, SOWs, identification of suitable experts' selection and quality control of process and to the final reports.

2.0 Performance Standards

- Submission of updated PMP report to the line manager within 30 days of the end of a quarter.
- Participate in planning meetings for MER&L technical trainings.
- Carry out all baseline data collection for the partners within one month of signing grant agreements.
- Manage and conduct overall data collection process of all program indicators on an ongoing basis.
- Submission of monthly program reports by the 3rd of the subsequent month.
- Submission of 3 quarterly program reports within 30 days of the end of a quarter.
- Preparation and review of all MER&L information presented during joint reviews.
- Review program performance targets in line with overall strategic goal of the program.
- Share information and lessons learnt with other program staff on a quarterly basis.
- Quarterly work plans for the program developed and submitted by the first week of each quarter.
- Quarterly review of implementation progress.
- All MERL reports including digital data collected using mobile technology filed in server.
- At least one success story developed and shared each quarter per partner.
- Conduct monitoring and technical support visits to a minimum of 7 partners each quarter.
- Carry out data quality improvement exercise for the partners.

Qualifications, Experience & Personal Requirements

Academic qualifications
Bachelor's degree in appropriate or any other related discipline in e.g. social sciences, anthropology, developmental studies. A Postgraduate degree will be an added advantage.

Professional Qualifications
A diploma or equivalent in Project Management or relevant qualification in Monitoring and Evaluation is highly desirable.

Experience
Minimum 5 years' experience in a busy MERL function and role. Those with experience within peacebuilding and conflict management and PCVE programming environment may have an added advantage.

Essential Skills & Competencies
Thorough knowledge of socio-economics, socio-anthropology and/or proven ability in participatory methods and processes:

- Ability to work in a fast-paced environment requiring multi-tasking.
- Knowledge of policy influences and institutional practices.
- Knowledge of statistical software applications.
- Excellent analytical skills.
- Good people skills, writing and reporting skills.
- Willingness to travel frequently.
- Good writing and reporting skills

How to Apply:

If you meet the requirements as described above, please submit the following: (1). a detailed and current CV; (2). an Application cover letter demonstrating why you qualify for the position, quoting your current/last gross salary and three referees including their most current contact details. All applications should be submitted electronically to **hr.admin@act.or.ke** quoting the reference number **(ACT/MERL/08/2023)** and **position** on the e-mail subject line. Only applicants who meet the minimum requirements and are shortlisted for interviews will be contacted.

Deadline for applications submission is **24th March, 2023.**

Act! is an equal opportunity employer with zero tolerance to corruption.