

VACANCY

JOB DESCRIPTION

JOB TITLE: Monitoring, Evaluation and Learning (MEL) Coordinator

REPORTS TO: Director – Governance, Communication and Learning

About KCDF

Since its establishment in 1997, Kenya Community Development Foundation (KCDF) has built a strong basis for community driven development approaches and is unique in Kenya as a pioneer of public foundations. KCDF works through strategic and carefully selected partnerships in Kenya, both at the national and community level and strongly believes in the ability of communities to identify and prioritize their needs and with a little external support, pursue their own solutions to these needs.

Overall Job Purpose

The jobholder will be responsible for the execution and advancement of the learning and assessment function as highlighted in the KCDF 2019-2023 strategic plan. Monitoring, Evaluation and Learning (MEL) Coordinator will work closely with the programmes team in an effort to support the design, development and implementation of high quality and appropriate M&E and learning processes and systems that uphold KCDF's reputation as a strong critically reflective and analytical organisation.

The position holder will work with KCDF staff as well as its partners to develop and implement monitoring, evaluation and learning processes while fostering an evaluative learning culture that supports reflection and seeks evidence to inform wide ranging decisions. The job holder will also oversee the development and implementation of a comprehensive MEL framework to guide all KCDF work and learning activities.

Key Responsibilities

1. MEL System Development

- Develop criteria to measure the effectiveness of KCDF programmes and projects through the use of an outcome-based/results-oriented MEL system while developing appropriate tools and systems for data collection, management, validation and analysis of performance indicators
- Formulate and implement key performance indicators (KPI) and deliverables for both new and established projects and monitor them throughout the duration of the projects
- Propose strategies to increase data use and demand amongst KCDF staff and partners

2. Programme Management Support

- Work closely with KCDF staff & partners to identify aspects of their programmes and or work to assess, evaluate, or monitor and assist them to apply agreed methodologies in line with KCDF's MEL framework
- Be the focal point for developing, updating and fulfilling an organization-wide learning agenda, ensuring consistent application of the learning agenda through programme design, implementation, assessment and communication across KCDF staff and board

- Provide and facilitate orientation and training for new staff on the ratified MEL framework as well as providing periodic refresher courses for existing staff.

3. Communication and Reporting

- Support KCDF teams in development of periodic progress reports and ultimately, annually produce the organizations progress/annual report, in relation to the strategy.
- Ensures that necessary reporting components are lined up in advance of report deadlines and responsible programme and finance staff are followed up on the schedule
- Document the lessons learned and best practices of the different programmes and projects.

4. M&E leadership

- Participate in the design and implementation of quality evaluations (needs assessments, situational analysis, baseline, and end line assessments, etc.) by providing technical support and/or identifying resources to undertake such evaluations;
- Support proposal and concept note reviews, especially inputs such as the Logic model/theory of change, results frameworks, Programme Monitoring Framework and M & Plans
- Review and analyze monthly reports to identify the causes of potential bottlenecks in project implementation and to enhance quality of reporting.

Any other duties as may be assigned by your line manager.

Skills and Competency:

- Proven knowledge of monitoring, evaluation, and learning (MEAL) principles and practice
- Proven analytical, strategic planning, project design, project cycle and financial management skills
- Strong quantitative and analytical skills and ability to articulate technical information clearly and effectively to both technical and non-technical audiences.
- Experience in and proven ability to support, train and mentor staff and partners in monitoring and evaluation methodologies
- Experience in utilizing databases
- Proven ability of assisting others in building their capacity on MEL;
- Excellent interpersonal & teamwork;
- Experience in data visualization will be an added advantage

Applications by qualified candidates should be submitted only by email to jobs@kcdf.or.ke addressed to the Executive Director and quoting the position “**Monitoring, Evaluation and Learning (MEL) Coordinator**”. Attach your current résumé and day time contacts of three referees. The deadline for submission of applications must be received not later 24th January 2019.

KCDF is an equal opportunity employer and only shortlisted candidates shall be contacted