

Role description

Role:	Monitoring, Evaluation and Learning Officer
Reporting to:	Executive Director / Programmes Manager
Job purpose:	To implement RFK's MEL activities to ensure accurate and timely evidence and impact from the Seed of Hope programme is collected, analysed, reported and disseminated.
Hours:	Full time; 40 hours per week
Salary:	Ksh 85,000-100,000 gross per month depending on experience
Medical Insurance	The role will have a basic inpatient and outpatient cover taken by the organisation
Contract:	An annual performance based renewable contract set primarily for 2 years but can be extended beyond the two years on terms to be determined by Raising Futures Kenya.
Location	The role will be based at Nairobi Seed of Hope centre, Dagoretti with some home-based working as may be agreed with your line manager. It will also involve regular travel to our 2 rural Seed of Hope centres in Murang'a and Kitui, travel expenses will be paid in line with our Finance Policy.

For over 20 years, Raising Futures Kenya, a registered NGO, has worked with young people and their communities through our Seed of Hope Programme to create bright rewarding futures, and create long-term, sustainable change to reduce poverty and improve livelihoods through our centres and Educational Business Hubs in Murang'a, Kitui, and Nairobi.

Through technical and vocational training, Entrepreneurship and IT training, counselling, life skills, wellbeing and practical support, we equip and empower young people aged 14-25 (majority girls) with skills that will enable them to start their small businesses, gain meaningful salaried employment, or further education.

We believe that every young person has the potential to acquire skills and be empowered to break the cycle of poverty and empower themselves, their families and their communities. We endeavour to produce holistically empowered young people at Seed of Hope and offer them opportunity, dignity and hope.

Raising Futures Kenya NGO works in partnership with Raising Futures Kenya UK CIO which has a major fundraising role and therefore, the UK team and the organisation is an expected major consumer of our MEL data to be able to fundraise for the activities of RFK Kenya NGO. The MEL officer will therefore be working closely with the Kenya and UK teams to fulfil their role effectively.

We are looking for an experienced MEL professional, with a passion for collecting data and creating meaningful reports, to spearhead the NGO's MEL activities and systems to ensure the impact of our Seed of Hope work is well documented, reported and disseminated to all relevant stakeholders.

Job Title: Monitoring, Evaluation and Learning Officer

Job Purpose

To implement RFK's MEL activities to ensure accurate and timely evidence and impact from the Seed of Hope programme is collected, analysed, reported and disseminated. To regularly review the MEL systems and processes and improve for future iterations. To review results and look for areas of improvement for the Seed of Hope training and wellbeing programme.

Responsibilities and Tasks

To include, but not limited to;

Monitoring, Evaluation and Learning

- Manage the MEL systems including the Theory of Change, Log Frame, work plans/calendars, key performance indicators, data collection and reporting tools in Kobo Toolbox, data management systems (Excel, Stata, SPSS, R) and standard operating procedures (data quality management plan), across all three Seed of Hope centres. You'll also create an MEL system for our new TVET partnership training programme.
- Manage annual impact reporting including designing and executing data collection tools such as student enrolment surveys, entry (baseline) and exit (endline) surveys, student satisfaction surveys and follow-up graduate surveys, and creating impact reports showcasing the findings from the data analysis.
- Manage data collection process across all three Seed of Hope centres, and with graduates, in line with the MEL calendar and agreed tools. Where possible, overseeing the survey completion to prevent bias.
- Follow up with students and graduates not completing surveys to investigate the reasons/barriers. Suggest adjustments which can be made to ensure we can capture their data.
- Conduct qualitative interviews and focus-group discussions with relevant stakeholders.
- Collate and analyse data on a regular basis, in line with the MEL calendar, to create meaningful, high-quality, audit-worthy impact reports, reporting against agreed indicators. The UK team, and the Kenya Fundraising and Development Manager will use this as the basis for reporting to funders. Also include learning opportunities and suggested improvements based on the findings, for the Seed of Hope Programme Manager and Executive Director to review.
- Create reports specifically tailored to funders and their MEL reporting requirements.
- Conduct data quality reviews and implement corrective actions and improvements for the MEL system and tools, to improve data quality. Adding additional tools or processes where required. Review regularly.
- Develop and maintain accurate information in a project database, as well as accurate and timely electronic files.

- Support data analysis, writing, and review of the results and learning sections of program reports in collaboration with RFK staff, before submission to donors and ensure timely submissions for reporting.
- Ensure RFK's MEL activities are aligned with Kenyan and UK Strategic plans.
- Provide MEL capacity development to other RFK staff through technical training.

Stakeholder Engagement and Needs Assessment

- Manage the community based needs assessment every 2 years, to ensure the courses we deliver are meeting a specific local need, and identify skills gaps or opportunities to support more young people.
- Host community engagement events to gather feedback on Seed of Hope and to promote the opportunities available,

Impact Communications

- Regularly collect impact stories and photos from students and graduates, to be used in communications, applications and reports.
- Work in partnership with the Fundraising and Development Manager in Kenya, and the Fundraising and Impact Manager in the UK to gather stories and data needed for funding applications and reports.

General

- Provide support for other activities as reasonably requested by the Executive Director or the Programme Manager and in line with organisational priorities.
- Adhering to the Code of Conduct and all policies and procedures of the organisation, and ensuring students and the community are aware of the Safeguarding Policy and Procedures as well as the Whistleblowing Policy.
- Being an ambassador and advocate for Raising Futures Kenya and Seed of Hope at all times.

Person Specification

Essential experience, skills and values

- You'll have previous experience working in MEL, data collection, data analysis and reporting for at least 2 years.
- You'll be confident leading on all aspects of MEL, bringing your skills and experience to improve and expand systems and processes.
- You'll have experience working in different communities with local stakeholders for data collection.
- You'll be experienced developing log frames and indicators, and creating tools to measure those.
- You'll be experienced in creating reports for funders, tailored to their specific MEL reporting requirements.
- You'll have knowledge of basic inferential statistics.
- You'll have a comprehensive working knowledge of different evaluation methods and be confident in advising, and implementing, which method to use for different circumstances.

- You'll be proficient in the use of Microsoft Excel for data analysis, configuring surveys using Kobo Toolbox (or a similar CAPI software), and writing analytical reports in English.
- You'll have an eye for detail. You don't rush things, you take your time to review and check things, particularly if they are being sent externally and represent the charity.
- You'll be good at time management and prioritisation. With MEL there's always planning and preparation required. You'll need to manage your time effectively to ensure data is collected, analysed and findings are presented well in advance of deadlines.
- You'll be creative in presenting evidence in an insightful and engaging way, including using graphics to explain statistics and findings.
- You'll be confident to lead presentations (internal and external) to explain MEL findings and present recommendations and learning.
- You'll be compassionate and have empathy for the young people and team we work alongside
- You'll be comfortable asking for help. We don't expect you to know everything or be good at everything right away. We do expect our team to ask for support and training to enable them to be the best they can be.
- You'll have integrity and honesty, and be passionate about working for a charity and doing the best you can to play your part in supporting young people to become self-reliant.
- You'll be flexible and adaptable. As a small charity sometimes we all need to lean in and do things we aren't keen on, for the benefit of the charity. We'll be flexible and adaptable with you so it's a two-way engagement.
- You'll be a good communicator and a team player. You're conscious of the commitment and pressures of the rest of your team and do what you can to lift them up, knowing they'll do the same for you.

Desirable

- You've previously worked with an NGO delivering education or mental health projects.

Application

Please send in your application to kenyaoffice@raisingfutureskenya.org.uk with the email subject '**MEL Officer**' on or before **30th November 2024**, attaching a **CV, a cover letter and your National ID or Passport**, detailing your experience and suitability for the role, and availability.

Shortlisting will be done within 14 days after the closure of applications. Only shortlisted applicants will be contacted.

www.seedofhopekenya.org