



Kenya Women Parliamentary Association

Kenya National Assembly
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Monitoring and Evaluation Officer

The Kenya Women Parliamentary Association (KEWOPA) seeks a Monitoring and Evaluation (M&E) Officer to be based in Nairobi, Kenya. Reporting to the program coordinator, the M&E Officer will work with the program team and partners in all data collection, analysis, learning and reporting activities for a period of one year.

The Terms of reference

Major Responsibilities

- Support programme team in collecting, aggregating, and analyzing baseline data in the first several months of the project
- Assist the Program Staff to develop, improve quantitative and qualitative data collection to report on project output and outcome indicators.
- Assist the Program Staff to develop systematic, efficient and realistic performance monitoring systems that capture quantitative and qualitative data to report on project performance indicators
- Assists program staff to produce data-driven publications for key stakeholders that illustrate best practices, lessons learned, success stories and the value of KEWOPA's program
- Coordinate the relations with donors when it comes to their M&E systems and their implementation by KEWOPA
- Build capacity through training of KEWOPA staff on the links between the logical framework, data management, data analysis and results-based program strategies.
- Ensure that M&E findings and reports are effectively shared with appropriate internal teams
- Improve or develop program and reporting templates that facilitate the acquisition and aggregation of information in programs.
- Assist the Program staff in the coordination of the compilation and dissemination of the quarterly reports.
- Respond to requests for information on the project and on project performance as needed;
- Participates in periodic assessment and field visits to ensure quality of data collected and verify accuracy of reported data as well as gather input for program needs
- Undertake other responsibilities as assigned

Competencies and Skills

- Bachelors' degree in social science or related subject, a combination of education and experience in lieu of degree can be considered
- Minimum of 3 (three) years of continuous professional experience in performance monitoring, specifically collecting and analyzing data; working with program staff to identify program impact; writing/editing/publishing reports, preferably in an international nonprofit organization or government agency
- Experience designing sound M&E strategies as part of the proposal development process for the promotion of democracy, social justice, conflict mitigation, gender equity and/or the inclusion of marginalized groups
- Demonstrate understanding of the functions of M & E within an implementing organization
- Ability in conducting training workshops on M&E concepts and approaches
- Demonstrated analytical abilities in descriptive and/or inferential statistics including use of statistical software (SPSS, STATA, etc)
- Demonstrated ability to develop and/or utilize databases (Access, Salesforce, etc)
- Familiarity with DFID regulations and reporting requirements and methodology
- Demonstrate knowledge of results based approaches and performance monitoring
- Demonstrate knowledge of quantitative and qualitative data analysis and visualization
- Ability to think innovatively, to define, collect, analyse, verify data and to draw evidence based conclusions
- Excellent oral and verbal communication skills
- Interpersonal skills, ability to work independently and to interact with all people in a multi-cultural set up
- Ability to coach teams and staff
- Ability to multi-task and manage resources prudently
- Willingness to travel to different counties within Kenya

Contract Period: 1 Year

Please attach your application letter and CV that contains three referees and expected salary as you apply with position title as subject/reference. All applications should be sent to recruitment@kewopa.org by Friday, 7th September, 5.00pm

NB: Applications from non-eligible candidates will not be considered. After the evaluation of all applications, shortlisted candidates will be contacted and invited for an interview. Only shortlisted candidates will be contacted.