

Practical **ACTION**

JOB PROFILE

MONITORING EVALUATION & LEARNING (M.E.L.) OFFICER



ABOUT US

Our Vision

Practical Action's vision is of a world that works better for everyone.

ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world. We help people find solutions to some of the world's toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We're a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS

We help people find solutions to some of the world's toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimizing their impact on lives and livelihoods.

HOW WE WORK

We work on holistic solutions that change systems and have a framework to help us achieve our aims:

- Analyze the root causes of a poverty and vulnerability
- Define the change at scale we need to make
- Develop activities along three complementary paths: Demonstrate, Learn and Inspire.
- Demonstrate that our solutions are sustainable in the real world
- Learn by capturing evidence and adapting our approach
- Inspire wider support to multiply our impact.

OUR ORGANISATION

Practical Action is an unconventional, multi-disciplinary change making organisation

- A highly innovative community development charity operating in Africa, Asia and Latin America. **Practical Action** community projects use ingenious ideas to design, test, refine and prove new ways to overcome poverty and disadvantage and then ‘open-source’ knowledge of what works so that it can be implemented at a greater scale by others.
- A world-class consulting operation that helps socially responsible business, government policy makers and other development organizations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert consultants. **Practical Action Consulting** helps to extend the reach of our influence by providing the best advice to others, whose work can make a bigger difference.
- A well-respected specialist development publisher. **Practical Action Publishing** brings together development practitioners, researchers and thought leaders to create publications that stimulate discussion, strengthen peoples’ capabilities and inspire sustainable change.

Practical Action

ABOUT THE ROLE

Key Working Relationships

Title	MONITORING, EVALUATION AND LEARNING OFFICER
Reporting to	Climate Resilience Project Manager, West Africa
Direct reports	None
Location	Dakar or Thiès, Senegal
Duration	2 years, renewable
Travel	Within Senegal but also in West Africa

BACKGROUND

Practical Action West Africa is working with smallholder farmers and flood prone communities to strengthen their resilience to climate related risks through access to information and adapted knowledge services that effectively reach “the last mile”. We expect to see improvements in the management of agricultural risks and land use planning and in the effectiveness of early warning systems and disaster preparedness. We will also expect to see farmers, livestock owners, fishers and other small business owners have access to sufficient energy to produce, transform and store their products in a way which earns them higher incomes, and improves their living standards.

We deliver impact through consulting and knowledge-based work. This includes signature pieces in Benin, Mali, Togo, Burkina Faso and Senegal focused on the sectors of agriculture, energy access and climate information services.

For the 2021-24 timeframe, we aim for our work in the region to expand in more countries in the ECOWAS region and to revolve around:

- Facilitating donors, governments and other institutions to improve their understanding and uptake of the best suited technologies and approaches for increasing resilience.
- Working with private sector and others to improve and ensure understanding of the complexity agricultural market systems and the role that energy access and information systems can play to strengthen resilience and improve lives and livelihoods, from small agri-businesses to the poorest and most marginalized.
- Catalyzing positive change using technologies to build more equitable, sustainable and resilient systems that deliver on the needs of the poorest and most vulnerable.
- Evidence gathering in collaboration with businesses, experts, universities, governments and others on what works, what doesn't and how to replicate and scale successful business models.
- This is a new and exciting role for Practical Action (PA) in West Africa (WA) to support the delivery of our strategic business plan. The job will consist of two components:
 - Monitoring and evaluation of the Zurich project on flood resilience in Thiès, Senegal (60% of the role)
 - Support the Practical Action West Africa team in the monitoring, evaluation and learning

processes of the various projects and consultancies (40% of the role)

PURPOSE

The job holder will work under the supervision of the Climate resilience Project Manager. S/he will work closely with the Global Flood Alliance Programme Manager and the Programme Officer in ensuring that the Zurich Project Alliance monitoring and evaluation standards are applied. This includes working with the Programme Officer to ensure a selection of project monitoring indicators and the best approaches to evaluating these indicators.

The MEL Officer will work closely with the other members of the Practical Action West Africa team to assist them in their various projects. More broadly, the MEL officer will work with the Practical Action team at the global level on the monitoring and evaluation strategy. S/he will have a central role in ensuring the monitoring and evaluation of the West Africa office and reporting to Practical Action at the global level

ACCOUNTABILITIES

Contract delivery and quality

The job holder will mainly support the work activities in Senegal of a global programme on Flood Resilience, funded by the Zurich Foundation and being implemented by Practical Action West Africa in Thiès, Senegal. This exciting new initiative complements work in 2020 by Practical Action and IED Afrique to develop a West Africa Flood Resilience portal in French, establish a dynamic of knowledge exchange and learning around strengthening community resilience to flooding in West Africa and to lay the foundations for collaboration between strategic actors in the region.

The work on this project will occupy the MEL officer for about 60% of their time and will consist of these various tasks:

- Provide Monitoring and Evaluation (M+E) support on design, budgeting and delivery of M+E activities for the Zurich Flood Resilience Project in Thiès
- Ensure standard guidance and approaches are implemented (such as for beneficiary targeting, site selection, indicator development and data collection) in doing so informing and taking reference from Practical Action's global M+E lead and the wider Zurich Flood Resilience Alliance Monitoring, Reporting and Learning system based on Salesforce.
- Incorporation of gender, disability and equity inclusion issues in monitoring and evaluation systems to promote gender, equity and social inclusion dimension in each and every activity of the project
- Participate in Global Gender Group to exchange lessons and strengthen programme activities
- Ensure systematic quality assurance checks, verification, and triangulation on the data collected from different sources and coordinate the work of enumerators in data collection.
- Lead regular review sessions and facilitate project learning activities to capture on-going lessons learnt for project staff, partners and wider organisation.
- Ensure timely and high-quality analysis of project data to report progress against indicators and targets, identify emerging trends and determine corrective action

The M&E officer is expected to spend another 40% of their time to support the overall monitoring and evaluation system at Practical Action West Africa:

- Establish effective MEL system for West Africa to monitor progress against change ambitions and strategic targets
- Design effective logframes, theories of change and MEL plans for new projects, programmes and business development opportunities
- Support development of MEL framework/plans in compliance with Practical Action MEL standards
- Regularly collect the performance data/information (through application of qualitative and quantitative methods & tools, including surveys), analyse the data/information for producing periodic monitoring to measure actual progress and performance against the planned work and MEL Plans
- Track achievements of outputs and outcomes through routine Result Oriented Monitoring activities and annual surveys to measure efficiency, effectiveness, impact and find out limitation & challenges and learning of the project
- Ensure that innovative approaches, good practices, particular challenges, or good results are documented to support office learning, sharing and promote the use of Practical Action's Programme Quality and Delivery Framework
- Document the learning and best practices for use in the program and future program development
- Support to prepare Global Indicators report of Practical Action

CANDIDATE PROFILE

To be successful in the role, the ideal candidate will be able to demonstrate:

Academic Qualifications:

- A Bachelor's degree in, Statistics, Monitoring and Evaluation, Social Sciences, Development Finance and or Economics or related studies from an accredited college or university is required.

Technical Skills and Experience:

- At least three (3) years of experience in evaluation and program design, participatory assessment and monitoring, security and data processing and analysis.
- Sound knowledge and experience in flood resilience, rural economics, agricultural market systems and/or energy sector
- Strong background in research and/or consulting
- Demonstrated skills with quantitative and qualitative research methodologies
- Demonstrated experience with system thinking
- Data analysis and interpretation experience and proficiency using SPSS, STATA or other statistical analysis package highly desired
- Ability to present and communicate complex data sets and analyses to a wide range of stakeholders
- Excellent writing skills
- Fluency in written and spoken French and professional proficiency in English are essential.

Other Competencies/Abilities/Skills desired:

- Ability to work independently with minimal supervision, generate new project ideas and contacts and drive forward initiatives proactively
- Excellent communication and influencing skills across cultures, including proven technical writing and presentation/communication skills.
- Analytical and numerical skills, familiarity with the research process and the ability to synthesize data, present results and draw meaningful conclusions.
- Excellent organizational and time management skills and ability to adhere to strict deadlines.
- Clear understanding of gender issues.

KEY BENEFITS

Inspiring people is central to Practical Action's mission. This starts with our own staff. Through talented and committed staff we will effectively deliver practical answers to our beneficiaries and influence others to build on our philosophy to deliver practical answers to poverty. The role holder should therefore expect a competitive remuneration package complete with other non-financial benefits that is at par with international standards.

Personal qualities

- Self-Motivation: Taking responsibility to ensure commitments are met and achieve objectives despite problems and frustrations;
- Creative and proactive.
- Able to work effectively in a diverse team environment
- Good motivator of self and others
- Willing to work additional hours at crucial times
- Willing to travel at short notice nationally and internationally.
- Personal integrity.
- Commitment to Practical Action's working culture (inspiring, dynamism, connectedness, learning, creativity, getting the job done)
- Outcome focused.

How to Apply:

A detailed Job Profile can be accessed from the download section.

If you have the experience, skills and the ability we are looking for, please forward your application letter and updated CV by email to: WestAfricaRecruitment@practicalaction.or.ke with the subject "MEL Officer", the application deadline is 29th June 2022

We treat all applications for employment on their merits and do not take into consideration any factors that are not relevant to the job such as disability, race, age, religion, gender, gender reassignment or sexual orientation.

Practical Action is committed to safeguarding and protecting children and vulnerable adults and as such candidates will be subject to pre-employment checks.

Only shortlisted candidates will be contacted for further process