JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Regional Monitoring, Evaluation and Learning Advisor

REPORTS TO: Head of MEL

LOCATION: Nairobi, with frequent travel (approx. 40% regional and international)

DURATION & HOURS: Full-time, fixed-term

PURPOSE OF THE ROLE

The Regional Monitoring, Evaluation and Learning (MEL) Advisor is an exciting role within the wider, globally operating, Programmes Team. Working under the Head of MEL, you will form part of an agile and dynamic team, designing and delivering MEL initiatives, in line with existing departmental and industry best practice, to fulfil the organisation's learning ambitions, support quality learning processes and maximise both programmatic and organisational level impact reporting.

Bringing strong data analysis and capacity building skills, excellent knowledge and understanding of relevant industry best practices and approaches, and significant experience in the design and deployment of organisation-wide digital tools, systems and processes, the job holder will provide technical expertise, quality assurance, and direct support to project teams across East Africa and the UK, ensuring that the organisation's overarching MEL strategy is successfully implemented at both programme and portfolio level.

KEY TASKS AND RESPONSIBILITIES

- Lead the research, development and roll out of organisation-wide standard project indicators, tools, templates and guidelines, in adherence to the organisation's existing learning framework and MEL minimum standards, under the guidance of the Head of MEL.

- Support the achievement of organisational digital data collection ambitions, driving the development, utilisation and roll out of systems to streamline and standardise data collection and reporting, and strengthen organisational learning.

- Support the attainment of organisational MEL minimum standards within projects through developing and updating training materials and templates, and providing targeted induction support and training to country office MEL leads, relevant project staff and implementing partners.

- With country office MEL leads, ensure all projects have log frames, monitoring and learning plans, and data collection tools that are fit for purpose, appropriate to context and enable them to gather and use results data for effective results-based programming and wider organisational learning.

- With country office MEL leads, provide remote support, mentoring and backstopping to strengthen the availability and use of evidence, including, but not limited to; conducting ad-hoc analysis of project monitoring data, and providing technical support and quality

assurance to project evaluation processes (terms of reference, inception reports, data collection tools, data analysis, results and reports).

❥ Lead the bi-annual, cross-country MEL performance review processes (annual and mini), ensuring learning from these is captured and disseminated across the organisation via key reports and briefings.

❥ Support the capture and reporting of portfolio level results data for population and rationalisation of the Organisational Key Performance Indicators.

❥ Contribute to organisational strategy development and decision making through providing portfolio level data analysis and insights, via data visualisations, briefs and dashboards to senior management and advisory boards.

❥ Provide timely analysis of multi-country data.

❥ Other ad hoc tasks as required

PERSON SPECIFICATION	
Essential	**Desirable**
Education, qualifications & other knowledge	
Post-graduate degree in a relevant, numerate discipline (e.g. economics, statistics, applied social sciences)	
Academic training in applied econometrics/ statistical analysis	
Demonstrable understanding of quantitative data collection methods and best practice	
Applied knowledge of qualitative data collection/ social research methods	
Fluent in written and spoken English	
Experience	
Significant experience in a similar role supporting the design and delivery of overarching monitoring, evaluation, learning and research frameworks at a multi-country, organisational level, for complex project portfolios in the setting of a charitable, environmental, or development focused organisation	Experience of working in a multidisciplinary team
Demonstrable understanding of monitoring and evaluation tools, principles and best practices including theories of change, results frameworks and log frames for development interventions in multiple countries	Experience of providing remote line management and support to teams
Experience in coordinating and improving processes for data collection, analysis and reporting	
Experience of managing large datasets and databases	
Significant experience in drafting clear written reports/ briefings for technical and non-technical audiences	
Experience working with individuals or institutions operating across multiple countries	
Fluency in Microsoft Office tools, with significant experience analysing and interrogating data in MS Excel	
Skills & abilities	
Willingness to take strategic direction	

Critical thinker; highly numerate, confident in synthesising data (both quantitative and qualitative) to draw and explain evidence-based conclusions	
Exceptional written, expository, and verbal communication skills	
Highly driven and able to work with minimal supervision at times, with a methodical approach and attention to detail. Confident, flexible and initiative-taking, with the ability to work well under pressure and be proactive in working with others	
Experience of training or mentoring others. Able to help others make good use of social research/evaluation evidence	
Excellent relationship building skills; ability to provide feedback in a sensitive and constructive manner, influence and resolve differences across cultures and boundaries	
Ability to travel within the region and internationally (approx. 4-8 weeks per year)	
Commitment to the vision, mission and values of Farm Africa	
Values & Behaviours	
Future orientated, thinks strategically	
Builds and maintains effective relationships with their team, colleagues, external partners and supporters	
Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same	

Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

- **EXPERT:** Expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

- **GROUNDED:** Our teams and partners work closely with local communities, engaging them in every level of decision-making.

- **IMPACTFUL:** We deliver long lasting change for farmers, their families, and the environments they live in.

- **BOLD:** We model innovative approaches and are not afraid to challenge strategies that are failing.

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