

JOB ANNOUNCEMENT**MONITORING EVALUATION AND LEARNING (MEL) MANAGER****SCOPE OF WORK****RWANDA NGURIZA NSHORE**

DAI works at the cutting edge of international development, combining technical excellence, professional project management, and exceptional customer service to solve our clients' most complex problems. Since 1970, DAI has worked in 150 developing and transition countries, providing comprehensive development solutions in areas including crisis mitigation and stability operations, democratic governance and public-sector management, agriculture and agribusiness, private sector development and financial services, economics and trade, HIV/AIDS, avian influenza control, water and natural resources management, and energy and climate change. Clients include international development agencies, international lending institutions, private corporations and philanthropies, and host-country governments.

PROJECT BACKGROUND:

The purpose of Nguriza Nshore ("Lend so that I may invest") is to drive rural economic growth through facilitating the emergence of a dynamic agribusiness sector. By alleviating constraints to investment and increasing access to financing, Nguriza Nshore will facilitate the creation and growth of small to medium agribusinesses, as an entry point for broader growth, to provide productive employment for rural populations and reduce poverty. By working with financial institutions, investors, public and private sector business development service providers, and a variety of Government of Rwanda ministries and initiatives, Nguriza Nshore will be the catalyst that strengthens and improves existing public-private platforms that support investment from international, local, bank and non-bank sources, creating a better-functioning finance and investment ecosystem.

The MEL Manager will be responsible for overseeing the implementation of the project's MEL system and Collaboration, Learning, and Adapting (CLA) processes in close coordination with technical and programmatic staff. As part of the project's management team, the MEL Manager will lead the overall learning agenda of the program, working closely with partners and other internal and external stakeholders. The MEL Manager reports to the Chief of Party (COP).

PRIMARY RESPONSIBILITIES:

- Lead the collection, analysis and reporting on performance indicators.
- Aggregates, analyzes and presents project data for project staff and USAID.



- Support and advise colleagues on activity-level and project-wide monitoring and evaluation (M&E) efforts, ensuring quality and consistency.
- Contribute to the design, implementation, and ongoing revision of an M&E system that adheres to USAID guidance and meets the needs of program learning, analysis, and reporting.
- Manage development of the MEL Plan (MELP) and qualitative and quantitative measurement tools, including gender-related indicators.
- Offer technical assistance in the development, selection, and application of M&E processes, tools, methodology, and research.
- Oversee and advises colleagues on information management processes by reviewing data collection efforts, overall data reliability, consistency, and quality.
- Advise on the use of GIS methodologies and tools for data collection
- Assist in the identification, analysis, and synthesis of lessons learned from program implementation; with the COP, DCOP, and Component Leads, facilitates the incorporation of those lessons into the activity cycle.
- Provide input and advice on procurement of M&E third-party services, if needed, and provides management of awarded subcontracts.
- Train other staff, and local partners, when required, on key M&E concepts, tools, and processes.
- Train, mentor and supervise staff.
- Design data collection systems to measure project performance and impact, including undertaking field visits to activity sites.
- Manage the monitoring and evaluation system, including implementing the MELP, developing data collection methodology and tools.
- Manage the implementation of baseline surveys, program indicators and targets, and gather qualitative and quantitative data related to those indicators and targets.
- Provide performance monitoring and evaluation (M&E) to include developing appropriate indicators, implementing systems to safeguard the collection and management of program data, and recommending changes to performance monitoring and work plans.
- Ensure timely preparation of M&E-related progress reports on a weekly, monthly, or quarterly basis.
- Provide data analysis in support with periodic reporting, success stories and lessons learned.
- Oversee database management and Power BI dashboard.
- Report to USAID using the FTFMS and other Feed the Future data entry systems.
- Conduct internal and grantee data quality assessments to test the validity and reliability of data used to measure program impact.
- Supports project data quality improvement activities driven by strategic information.

This SOW is intended to describe the general nature and level of work for this position and is not an exhaustive list of all responsibilities, duties and skills required of the individual in this role. The selected candidate may be required

to perform other duties as assigned by the COP.

SUPERVISORY RESPONSIBILITIES:

Trains, supervises, and mentors Monitoring, Evaluation and Learning (MEL) staff at multiple levels.

QUALIFICATIONS:

- Bachelor's degree in social sciences, economics, international development, evaluation research, statistics, or a related field. Master's degree preferred.
- At least 5 years of progressively responsible experience in monitoring and evaluation, data management or knowledge management.
- At least 4 years of experience in a USAID M&E function with responsibility for data collection and reporting, and maintenance of MEL systems in Rwanda.
- Substantial experience with survey design, supervision and analysis.
- Experience training local partners and staff in M&E and data collection, data management, research ethics and research methodologies.
- Experience conducting qualitative and quantitative research.
- Experience with databases, database management and Power BI a plus.
- Excellent writing and organizational skills and experience preparing well-researched reports.
- Demonstrated ability to work collaboratively with institutional (e.g. Government of Rwanda, NISR) and private-sector partners (e.g. entrepreneurs, employers, banks etc.) and stakeholders.
- Demonstrated ability to manage high-volume workflow through marshalling human and technology resources.
- Professional level oral and written skills in English.
- Fluency in Kinyarwanda.
- Ability to manage people, work in a team and display excellent interpersonal communication with people from a variety of backgrounds.
- Keen interest in M&E and desire to grow in the field.

LOCATION:

Kigali, Rwanda

HOW TO APPLY:

Fill out the online application on the following link:

<https://fs23.formsite.com/OLJTgx/0jvmmmhxxn/index.html>

Applications are due by July 07th, 2021, 5pm CAT

DAI is an equal opportunity/affirmative action employer with a commitment to diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.

Women, youth and persons with disabilities are encouraged to apply.

