

**Job Description**

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| ***Job Title*** | **Monitoring, Evaluation and Learning Advisor** |
| ***Organizational Unit***  | Country Office |
| ***Job's aim*** | Is responsible for improvement and institutionalization of key M&E standards, processes, and systems/tools that support organizational planning, monitoring, evaluation and reporting requirements |
| ***Job Specification*** | Reporting to the Country Manager, the role of the Monitoring, Evaluation and Learning (MEL) Advisor position is to oversee the development, implementation, and refinement of a comprehensive theory of change, monitoring, evaluation and learning system, assess program impacts and successes of activities and performance at all levels (output and outcome). The MEL Advisor will work closely with the program/project Managers to implement MEL Plan, to organize regular internal and external learning events and will work collaboratively with the team developing project proposals and reports. MEL Advisor will supervise the MEL officers and provide training to staff on key MEL functions. |
| ***Aim of the Organizational Unit*** | Is responsible for realization of Country Office targets |
| ***Supervisor*** | Country Manager |
| ***Supervises*** | Junior MEL Officer |

**Results and Competences**

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| **Results Areas** |  **Description**  |
| **Monitoring & Evaluation and Reporting** | * Develop the overall MEL framework in accordance to the design document and donor requirements
* Design M&E and learning plan and define monitoring indicators
* Participate in development of the annual work plan, ensuring alignment with technical strategy
* Identify the requirement for collecting baseline data, prepare terms-of-reference for and arrange the conduct of a baseline survey, as required.
* Ensure quality of data through data verification procedures, including routine data quality checks.
* Oversee and execute M&E activities with particular focus on results and impacts as well as in lesson learnt; and monitor the follow up on evaluation recommendations
* Guide program / project and MEL officer staff in preparing their progress reports in accordance with approved reporting formats and ensure their timely submission. This includes quarterly progress reports, annual project reports, inception reports, and ad-hoc technical reports.
* Undertake regular visits to the field to support implementation of M&E and to identify where adaptations might be needed
* Identify the need and draw up the ToRs for specific studies; Recruit, guide and supervise consultants or organizations that are contracted to implement special surveys and studies required for evaluating grant effects and impacts
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| **Project/Program Learning** | * Establish a learning culture within the organization to document learnings and best practices for ongoing and future programming.
* Ensure timely dissemination and feedback of available data to appropriate users
* Ensure effective scale up and depth in programming based on evidence
* Support MEL officer and implementing staff to document their successes and best practices into appropriate knowledge assets
* Ensure information sharing, consultation and participation and feedback collection are integral part of the Project
* Ensure all MEL related data, reports, and records are clearly organized archived in Cordaid’s software system (DevResults) and country / projects folder location for future reference.
* Ensure that monitoring data are discussed in the appropriate forum and in a timely fashion in terms of implications of reporting and future action. If necessary, create quarterly reflection sessions.
* Organize (and provide) training in M&E for MEL officer staff and other personnel as you see fit with the view of strengthening local M&E capacity and complying with Cordaid MEL standards.
* Network with external and regional, cluster and global Cordaid MEL team to promote learning and achieve M&E excellence
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| **People management, capacity building and risk mitigation** | * Ensure all MEL staff supervised by this position are guided, mentored and their capacities built in order to deliver high quality products
* Ensure M&E Officers are assisted in strengthening their understanding of MEL concepts & competencies and are equipped with knowledge, tools and resources to support MEL functions at project level
* Ensure partner capacity is built to comply and produce high quality M&E products in-line with Cordaid Rwanda and donor standards & requirements.
* Ensure management of day-to-day M&E tasks are completed with appropriate resources, proper planning and to the highest standard required.
* Support other tasks as required by the Country Manager
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| **Compliance** | * Complies with Cordaid’s policies and procedures in the area of MEL. Informs and trains other staff on the necessary procedures and systems to comply with the MEL policy.
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| **Organization representation** | * Networking and representing the organization through coordinating with stakeholders, partners, government officials such as project line Ministry and JADF to ensure the organization efficiency.
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**Knowledge, Skills, and Experiences**

* University degree or advanced certificate / professional qualification in international development, social sciences, statistics, economy or any other relevant subject
* Minimum of four to six years’ relevant progressive working experience in the field of planning, monitoring, evaluation, accountability and learning in the international cooperation sector
* Experience and knowledge about program/project M&E development, project-based working, participatory approaches, statistical analysis programs, and reporting standards
* Strong organizer of one’s own work, setting the right priorities
* Behavioral values and skills: trust, accountability, problem solving, cooperation, networking, planning & organization, flexibility, creativity, innovative, diplomatic, result-oriented
* Excellent English and Kinyarwanda writing and communication skills - French is a plus
* Experience in organizing and supervising monitoring and evaluation studies/consultancies and ensure quality deliverables
* Experience working with international consultants, program support expatriate including supervising them
* Good analytical skills, analyze comprehensive study reports, identify gaps and provide constructive feedbacks for consultants/service providers
* Experience in developing and disseminating knowledge products and facilitating learning, both internal (team reflection and learning) as well as external (learning events with partners, donors, etc.)
* Knowledge of agricultural value chains, micro-finance and/or the Market System Development approach would be considered a very strong advantage
* Willingness to travel frequently (Rwanda and/or East Africa region)