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Description

Anticipatory Action (AA) is an innovative approach aimed at better using early warning information to activate implementation of actions that reduce risk before predictable climate hazards lead to humanitarian suffering. As it is a relatively recent approach in the humanitarian sector, it is important to assess whether AA is effective, compared to conventional humanitarian response, and to learn what works, how to do it better and generate evidence needed to inform advocacy efforts. The M&E Officer has an essential role in the implementation and oversight of the Regional Bureau- Nairobi (RBN) and Country Offices' (CO) M&E Frameworks for all COs implementing Anticipatory Action (AA) projects in the Region (Eastern Africa). The Officer coordinates and supports the design and implementation of the CO M&E plans including study designs for baseline and endline surveys/evaluations/assessments, as well as other data collection activities related to evidence generation for Anticipatory Actions. This includes but may not be limited to development of AA logframes, data collection (quantitative and qualitative) tools design/review, review, cleaning, synthesis, analysis, reporting and dissemination of AA evidence products and corporate reporting for AA. The Officer is the first line of support to the COs and engages frequently with the CO M&E focal point on M&E for AA projects. The M&E Officer will work under the guidance and supervision of the National Programme and Policy Officer.

Responsibilities

Support Implementation of the Regional and Country Office M&E Framework/Strategy/Plans for AA interventions

- Ensure the RBN/CO meets the minimum corporate M&E standards in monitoring AA projects, including standard operating procedures (SOPs), the Corporate Results Framework (CRF), other corporate monitoring guidance as well as data protection and privacy policies.
- Continuously identify evidence needs in consultation with RBN, CO management and AA technical teams.
- Support planning and monitoring for both capacity strengthening for AA and implementation of AAs
- Establish and maintain good partnerships/networks with Cooperating Partners (CPs), and Third Party Monitoring (TPM) or Outsourced Monitoring (OM) partners, where applicable on matters AA.
- Ensure gender, Environment, conflict sensitivity, disability, protection, and other inclusion issues are mainstreamed in all M&E work at the at RBN/CO and Field Office (FO) levels, as appropriate.

Data collection

- Prepare monthly monitoring plans, including the status update on ongoing M&E Activities at RBN and across all COs.
- Collect/Support collection of output, process and outcome monitoring data, including evaluations, assessments, distribution monitoring, activity implementation monitoring, Post-Distribution Monitoring, surveys, and qualitative monitoring approaches (Key Informant Interviews, Focus Group Discussions, In-depth Discussion Guides).
- Support in setting up context specific monitoring approaches including Third

Monitoring and Evaluation Officer, Service Contract

Hiring organization

World Food Program (WFP)

Employment Type

Full-time

Duration of employment

12 months (With possibility of renewal)

Industry

Humanitarian & Agriculture

Job Location

Nairobi, Kenya

Valid through

28.04.2023

Party and remote monitoring arrangements as relevant.

- Support the design of questionnaires, question guides and data analysis plans in line with RBN/CO and FO specific evidence needs.
- Coordinate/Support data collection exercises at the RBN, CO and FO field level in collaboration with local partners and stakeholders.
- Keep track of monitoring visits and coverage, ensuring that all activity sites are monitored at least once a year, with more frequent visits to priority sites. Report actual monitoring visits to CO on monthly basis.
- Ensure ethical guidelines are followed in all monitoring activities including data privacy.
- Assist in organizing technical support missions from the RBN, Research Assessment and Monitoring (RAM) team, evaluation teams or other missions related to M&E for AA .

Data analysis, reporting and use of evidence

- Review, clean, analyse, synthesize, interpret, and visualize AA monitoring data according to evidence needs of different audiences.
- Submit back-to-office reports from Temporary duty Assignments (TDY) and other field support missions and tracking actions taken.
- Ensure the insertion of timely and quality data in the Country Office Tool for Managing Effectively (COMET), and other corporate databases managed by the RBN/CO and FO.
- Conduct programme update meetings with WFP and partner staff to review monitoring findings and agree on actions.
- Provide timely inputs to Annual Country Reports and other reports as required.
- Support reporting and dissemination of all AA evidence products at RBN and CO levels, and ensure that relevant findings inform programmes, policy, and financing.

Management and oversight

- Support line manager/ AA technical focal point in preparing and tracking detailed budgets for AA evidence generation activities at the RBN/CO and FO levels.
- Ensure data collection by WFP staff or outsourced partners is supervised. Conduct regular data quality checks at different stages of the monitoring cycle, ensuring that monitoring data and reports are timely, complete and of high quality.
- Help build monitoring capacity of WFP Field Monitors, partners, and government actors on M&E for AA, through provision of learning and development opportunities and information sharing.
- Support the recruitment processes of M&E TPM, M&E Consultants for AA.
- Based on knowledge of the country context and community needs, suggest improvements to field monitoring processes and procedures for efficient implementation of AA.

Any other M&E duties reasonably assigned by the line manager

DELIVERABLES AT THE END OF THE CONTRACT:

The Officer is expected to have successfully led the design and implementation of the CO M&E plans including study designs for baseline and endline surveys/evaluations/assessments, as well as other data collection activities related Anticipatory Action in the region, including development of AA logframes, data collection (quantitative and qualitative) tools design/review, data collection, review,

cleaning, synthesis, analysis, reporting and dissemination of AA evidence products, upholding the highest standards..

Qualifications

Education:

Bachelor's degree in M&E, Statistics, Data Science, or equivalent.

Experience:

- At least 3 years of hands-on M&E experience.
- Experience designing and leading M&E studies, evaluations, assessments in countries, including collecting food and nutrition security data, conducting quantitative and qualitative analyses and reporting findings to senior management.

Knowledge & Skills:

- Knowledge of quantitative and qualitative data collection and analysis as well as development of data collection tools and reports.
- Proven knowledge, abilities and skills in the area of M&E, including intermediate analytical skills and practical knowledge of how M&E data is collected, compiled, analysed and presented for management decisions, programme adjustment and donor reporting.
- Knowledge of programme design, implementation and operational challenges in food and nutrition security.
- Ability to work in a team and maintain effective work relationships with counterparts at national, regional and headquarters level.
- Willingness to build capacity of others through formal and informal training processes, including developing relevant documentation and training materials.
- Ability to deliver results through efficient planning and organizing activities.
- Proven ability to work with relevant technology and procedures (e.g., web-based databases and other statistical applications) to produce analysis and develop and share quality reports and visualizations.
- Good knowledge of UN system policies, rules, regulations and procedures.

Languages:

- Fluency (level C) in both spoken and written English.
- Ability to effectively communicate orally and in writing.

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