Monitoring, Evaluation and Learning Specialist

Hiring organization
International Maize and Wheat Improvement Center (CIMMYT)

Employment Type
Full-time

Industry
Agriculture

Job Location
Lusaka, Zambia

Responsibilities
Monitoring, Evaluation, and Learning Support

- Work and coordinate the team to refine the integrated Monitoring and Evaluation Plan and Data Collection Tools for measurement against the project indicators and targets and identifying lessons learned.
- Responsible for ensuring consistency of the monitoring & evaluation system and tools.
- Build the capacity of project staff & AID-I Project Partners (both in the country and abroad) on using in the use and content of the Monitoring and Evaluation tools. Mentor and oversee field team to increase their skill on MEL issues.
- Planned, operationalize, and implement the project MEL system in collaboration with the MEL Lead, Project Manager, Project teams, AID-I Partners, and the MEL team.
- Ensure the flow of quality information for analytical report preparation and presentation ensuring donor compliance
- Responsible for updating the Field Office team on the latest update against the indicators and acting as Zambia CIMMYT office MEL focal point.
- Support MEL Lead and Portfolio/Project Managers in data analysis, presentation preparation, and updating MEL Plan
- Assist in the development and revision of the annual work plan, budgeting, and strategies for the project.
- Frequently undertake field visits to interact with the AID-I Partners, local service providers, NGO staff, Government and Private Sector to verify the MEL data.
- Liaises with project partners and other stakeholders in Malawi, Zambia, and Tanzania on an ongoing basis to coordinate efforts to strengthen a results-based culture within the AID-I project and to build the capacity of staff and consultants, national counterparts, implementing partners in strategic planning, results-based monitoring, evaluation, and reporting, applying relevant USAID and CIMMYT tools and systems.

Reporting and Communication

- Be part of the project teams while preparing bi-weekly, quarterly, semi-annual, and annual reports to USAID and other donors. Plan, support, and execute the project learning document preparation and presented where requires as per guidance by CIMMYT Headquarters MEL Unit.
- Represent the MEL findings where required as spokesman of MEL Lead and coordinate donor reporting and communications.
- Collaborate with the Project and CIMMYT MEL team to ensure alignment between the project and USAID Monitoring and Evaluation Frameworks.
- Assist to develop regular reports based on the systematic collection and analysis of monitoring information; and contribute to periodic evaluations of progress in project implementation.
- Support Project Management and implementation teams in the analysis of M&E data.
- Coach field scientists on the proper management and archiving of research information according to CIMMYT protocols.

- Contribute to the development of practical tools/support materials to empower scientists and partners to use and mainstream good MEL principles.
- Support project management team in the formulation of Detail Implementation Plans (DIP) that allows systematic monitoring of progress.

Other Responsibilities

- Facilitate and contribute to the development of monitoring indicators, monitoring calendars, field monitoring plans, monitoring plan,s and joint annual work plans for the AID-I project.
- Conduct Data Quality Assessment (DQA) on a regular basis.
- Contribute to regular Monitoring and Result Measurement (MRM) reports based on the systematic collection of qualitative information and analysis of monitoring information.
- Perform other tasks as assigned by the supervisor.

Qualifications

- MSc in Agricultural or Rural Development, Data Management, Project Management, Monitoring and Evaluation, Agri-economics/ Science/ Statistics/ Geography/ Development Studies, or related field, with particular interest in Monitoring & Evaluation of planned interventions or equivalent.
- At least 8 years MEL working experience, preferable at least 3 years in USAID funded projects focusing on MEL. Strong understanding of, and experience with, USAID M&E requirements evaluation indicators & MIS preferred.
- At least 3 years' experience in project management in an international organization working in the context of large bi-lateral donor funded projects, preferably for USAID funded projects.
- Demonstrated experience with use of participatory and gender sensitive methods for rural appraisals and data collection.
- Practical in-depth knowledge of MEL system, Survey designing, analysis and interpretation and FtF indicators. Knowledge of Stata, R, CSpro, Kobo, Survey Solutions (or any other data capturing software) or any other standard statistical software package is preferred. In addition, thorough knowledge of Microsoft Office Package, SPPS and GIS
- Familiarity and experience with project management concepts (Logical Frameworks, Theory of Change, or similar approaches)
- Familiarity with data archiving systems, databases, and experience training researchers or M&E specialists in their use
- Good communicator, excellent spoken and written English.
- Class 4 Drivers License is a must.
- The selected candidate must exhibit the following competencies: Organization, Critical thinking, Teamwork, Client Orientation, Problem Solving decision making, Negotiation and Conflict resolution.

Job Benefits

- Private Health Insurance
- Pension Plan
- Paid Time Off
- Work From Home
- Training & Development

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