

## TERMS OF REFERENCE – MONITORING, EVALUATION AND LEARNING ADVISOR

<b>Job Type</b>	Fixed-term Contract
<b>Unit</b>	Monitoring, Evaluation and Learning
<b>Period</b>	6 months with possibility of extension
<b>Location</b>	Nairobi
<b>Reports to</b>	Executive Director
<b>Supervises</b>	None, unless assigned

### 1. About Usawa Agenda

Usawa Agenda (hereinafter “Usawa”) is a not-for-profit organization duly registered and working in Kenya, with a vision of a Kenya where every child benefits from quality education. This is a vision that Usawa, previously existing as the Uwezo program, has pursued since its inception 11 years ago. We work in all the 47 counties of Kenya, and our mission is to promote equitable access to quality learning opportunities. We do this through research, innovation and evidence-based stakeholder engagement. Usawa is organized around three core units: Research and Evidence, Monitoring, Learning & Evaluation and Communication and Engagement. These core units are supported by Usawa’s Operations and Finance unit. For more information, see <http://www.usawaagenda.org>

### 2. Purpose

Usawa is looking for a top-level Monitoring, Evaluation & Learning specialist to assist in designing the operational plan and leading the implementation of the organization’s MEL strategy.

### 3. Overall Objective of the Assignment

Reporting to the Executive Director, and working in collaboration with staff, you will be responsible for all Learning, Monitoring and Evaluation activities.

#### 3.1. Specific Objectives

- a) Develop, oversee, and coordinate the monitoring plans and monitoring activities of Usawa Agenda, including keeping track of timelines and being accountable for deliverables;
- b) Under the guidance of the Executive Director, develop and improve methods for monitoring that will produce (quantitative and qualitative) data relevant to Usawa’s Theory of Change, and support the application of these methods with particular focus on (a) feedback loops that facilitate implementation, and (b) measurement of intermediate and long-term outcomes;
- c) Oversee and support the Programs Unit in the implementation of the monitoring portfolios (reviewing idea and decision memos, assisting in engaging qualified entities and consultants, reviewing reports);
- d) Working closely with all implementing units, oversee and support the analysis of monitoring data in order to creatively translate information into well-documented lessons;
- e) Write briefs and summaries based on monitoring exercises (for internal use as well as external communication);

- f) Actively participate in, and support evaluation and research initiatives undertaken by the MEL Unit, including linking monitoring and evaluation mechanisms, participating in the conceptual/design stages of the evaluations/research, supporting implementation (if needed), and proactive dissemination of results internally and externally;
- g) Contribute to actively disseminating findings and lessons learned through monitoring (as well as evaluation and research), including regular provision of material for updating the MEL component of the Usawa's website, and proactive sourcing of relevant forums, blogs or other spaces for sharing;
- h) Assist the Executive Director in managing the external-facing components of the monitoring agenda, including providing and preparing monitoring data for events (e.g., board meetings, strategy meetings);
- i) Lead staff learning sessions on a weekly basis to ensure proper implementation of the Organization's strategic goals and contribute to an innovative and successful internal learning agenda, specifically linking the monitoring findings into the various learning sessions;
- j) Lead the review of the organization's theory of change and contribute to the organization's strategy review and evaluation;
- k) Document all Usawa Agenda internal and external activities/engagements and review them regularly as per the organization Strategic and Annual Plans to identify gaps and advise the management on remedial measures;
- l) Identify cutting edge ideas to be onboarded into the organization's monitoring tools to meet internal and external learning needs, and advice the management on their adoption; and
- m) Make frequent spot checks concerning organization's compliance to its strategic goals, terms of performance of various activities, and timing for implementation.

#### 4. Qualifications

##### 4.1. Academic Qualifications

- **Required:** Master's Degree in Statistics, Economics, Strategic Management, or any other relevant field.
- **Desired:** A PhD in a relevant field.

##### 4.2. Professional Experience

At least three years of post-qualification relevant work experience.

##### 4.3. Skills and Competencies

- Demonstrated knowledge and practical application of monitoring and evaluation approaches and methods;
- Demonstrated strong analytical and conceptual skills; proven data analysis skills (both quantitative and qualitative);



Evidence | Innovation | Engagement

- Proven record of successfully collecting and analyzing diverse types of data and information utilizing a variety of data collection and management software;
- Demonstrated understanding of key terminologies in project implementation i.e., project results framework, indicators, project design, and general donor reporting requirements;
- Ability to think creatively about monitoring, including different approaches to sourcing, packaging, and utilizing the information obtained;
- Demonstrated team work skills, including the capacity to motivate and lead colleagues and teams to work effectively and deliver quality results;
- Excellent interpersonal skills, including proficiency in written and verbal communication, and experience in communicating project results frameworks and MEL approaches;
- Ability to translate data into information that links to project goals, highlight trends and problems identified from the data, and demonstrate results/achievements; and
- Curiosity and passion to learn, push the envelope, innovate, take thoughtful risks and get things done.

## 5. Conditions

- Remuneration will be based on previous experience and qualifications;
- Remuneration will be paid subject to the satisfactory completion of assigned tasks;
- Usawa reserves the right to withhold all or a portion of the remuneration if performance is deemed unsatisfactory;
- Usawa reserves the right to modify these terms of reference at any time;
- The timeframe for this work is six (6) months, commencing immediately. Extension contingent upon successful delivery of outputs.

## 6. Instructions for Application

To apply, please submit the following in MS Word or PDF formats to [info@usawaagenda.org](mailto:info@usawaagenda.org); and copy to [ed@usawaagenda.org](mailto:ed@usawaagenda.org)

- Cover letter, explaining your interests/motivations to work for Usawa Agenda;
- Current CV (maximum 4 pages);
- Two samples of previous work in report writing;
- Names and contact details of 3 referees.

**NOTE: Usawa is an equal opportunity employer, which cherishes diversity. Qualified female candidates are strongly encouraged to apply for this position.**