

Monitoring and Evaluation (M&E) Advisor

Breakthrough ACTION-Kenya

Background:

Breakthrough ACTION is a cooperative agreement funded by the United States Agency for International Development (USAID) to lead its social and behavior change programming around the world. Led by the Johns Hopkins Center for Communication Programs (CCP), Breakthrough ACTION partners include Save the Children, ideas42, Think Place, Camber Collective, the International Center for Research on Women (ICRW), and Viamo.

CCP is recruiting a Monitoring and Evaluation Advisor for a two-year USAID/Kenya/PMI funded project, Breakthrough ACTION Kenya. BA-Kenya is a malaria program designed to manage implementation of high-quality activities that influence positive behavior change to protect at-risk populations from preventable malaria morbidity and mortality. The project will also strengthen the institutional and technical capacity of the Division of National Malaria Program (DNMP) to design, implement, evaluate, and coordinate effective social and behavior change (SBC) programs.

General Summary:

Reporting to the Chief of Party (CoP), the Monitoring and Evaluation Advisor will oversee all monitoring, evaluation, learning, and quality assurance/continuous quality improvement activities/components of the project. This position will support collaboration, learning, and program adaptation. S/he will coordinate the development and implementation of the Activity Monitoring, Evaluation and Learning Plan (AMELP) and corresponding M&E systems and use and promote the use of that information to guide performance management through well analyzed, rapid and timely feedback. The M&E Advisor will work to include appropriate indicators, baseline data, results and a plan to monitor and evaluate performance, produce timely, accurate and complete reporting. The Advisor will be responsible for ensuring effective bi-directional communication and learning between the project and service delivery implementing partners. This will include coordination, collaboration and integration through the development of knowledge management systems, and work processes, fostering a culture of collaboration.

S/he will support other project partners, as well as USAID service delivery implementing partners to develop, train, and apply new and proven approaches to M&E for Social and Behavior Change (SBC). Travel within Kenya will be required.

Key Responsibilities & Tasks:

Oversight and development of M&E systems and tools

- Coordinate the development and implementation of the Activity Monitoring, Evaluation and Learning Plan (AMELP) and corresponding M&E systems.

- Provide strategic oversight for the entire M&E plan, including the design of the monitoring framework and on-going configuration of digital platforms (including visualization dashboards) to track outputs and intermediate and behavioral outcomes as identified in the project's AMELP.
- Make adaptations to the project AMELP each year based on new or shifting program objectives, and ensure adherence to the plan.
- Lead and supervise the development and updating of M&E tools as needed and the collection and analysis of process data to monitor project activities.
- Develop standard operating procedures (manuals, trainings) for data collection, data entry, data analysis, and management of devices related to data collection or use.
- Ensure ethical procedures and adherence to the AMELP and Institutional Review Board (IRB) protocol and liaise with the local ethics review board.
- Develop a coordinated approach to data collection of project partners, followed by the collation and sharing of results both internally with the team and externally with stakeholders.

Data collection and quality assurance

- Supervise implementation of data collection activities (including all mobile data collection and GIS data, where relevant).
- Develop and implement quality assurance procedures for data collection to ensure data accuracy and the validity and reliability of monitoring data and study results.
- Conduct site visits to ensure quality, reliability, and consistency of data and seamless flow from the field to central office and onto the Baltimore HQ.
- Supervise the collection of data related to performance indicators required by Project, and report data on a regular basis into CCP's global dashboard.

Data storage

- Create, maintain and safeguard electronic databases and any other data collection files in compliance with JHU data security requirements.
- Manage access permissions for data entry and dashboards to view monitoring output.
- Help prepare data for archiving as required by USAID's Digital Data Archive policies.

Data analysis and reporting

- Track, analyze and produce comprehensive and succinct reports and documentation on indicators and measures.
- Conduct data cleaning and analysis on a monthly basis and produce graphs and reports for quarterly reporting.

Capacity strengthening and training

- Co-facilitate training workshops, including agenda, curriculum, manuals and materials necessary to appropriately train individuals involved in monitoring activities and data use.

- Support capacity building of M&E staff of MOH and partners.
- Train and oversee regional M&E officers and other field staff on the use of monitoring tools.
- Train and mentor local NGOs subcontracted by the project on M&E for quality reporting.
- Provide support to and build the capacity of partner organizations and existing traditional structures to design, implement, and evaluate community engagement activities.
- Carry out field visits as needed and work with staff in a collaborative manner to increase their technical capacity for monitoring and evaluation.

Coordination and communication

- With the COP, coordinate with partners and stakeholders within the MOH.
- Ensure timeliness and quality of service delivery data from partners.
- Work with the program team to ensure proper documentation via knowledge management approaches.
- Participate in the development and writing of strategies, work plans and assessments.
- Maintain efficient communication with Baltimore-based program and R&E teams

Minimum Qualifications:

- A minimum of ten (10) years of experience working in M&E for large health programs.
- Master's degree in Public Health, epidemiology, biostatistics research methods, or behavioural science with relevance to SBC research, monitoring and evaluation or
- Kenyan national.
- Oral and written fluency in English.
- Ability to work in Kenya.

Knowledge, Skills and Abilities:

- Experience with monitoring and evaluation of health programs demonstrating progressively increasing level of responsibility;
- Experience developing and tracking performance indicators to measure success in health, especially in SBC;
- Skills in qualitative and quantitative research;
- Experience in statistical analytic software (e.g., STATA, SPSS) and qualitative analytic software (e.g., Atlas.ti, NVivo);
- Proven ability in data visualization using graphs, charts, maps, and GIS;
- Experience in web-based data management system (DHIS2 required, Open Data Kit a plus), and/or mHealth and mobile data collection;
- Experience in successfully guiding and monitoring the use of data, analysis, and evaluation findings to inform program actions;
- Experience working with SBC programs;
- Ability to guide quality assurance/continuous quality improvement in development;

- Excellent writing skills and ability to articulate oral and written technical information clearly and effectively to both technical and non-technical audiences;
- Excellent interpersonal and teamwork skills; and,
- Excellent past performance references.

To apply

- Send an email to breakthroughactionkenya@gmail.com
- The subject line of your email should include the job title
- Attach your CV and a list of the contact information (email addresses and phone numbers) of three references (including your most recent employer)
- Applications should be addressed to the following address: The Hiring Manager/Team Lead Breakthrough ACTION Kenya
- The deadline for submission of applications is June 20, 2020 at 4pm. However, due to the urgency of some of these positions, interview will be arranged on a rolling basis and Breakthrough ACTION Kenya may offer some posts before the closing date.
- Please note that only qualified and shortlisted applicants will be contacted.
- These positions are contingent on funding from USAID and as such Breakthrough ACTION has the right to cancel this notice without applicants consent.