

Job title	Monitoring, Evaluation and Learning (MEL) Officer
Department	The Girl Generation: Support to the Africa-led Movement (TGG:ALM) to end Female Genital Mutilation/Cutting (FGM/C) programme
Location	Nairobi, Kenya with travel to programme implementation sites within Ethiopia, Somaliland, Kenya and Senegal
Reporting to	Head of MEL
Responsible for	N/A
Liaison with	Team Leader, MEL Team, Programme Team, Grants Team, Consortium partners MEL staff
Hours	Full-time
Type of contract	Fixed-term
About Options	
<p>We are a global team of experts and innovators tackling some of the world’s most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change.</p> <p>With 30 years’ experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised.</p> <p>As part of MSI Reproductive Choices, all our profits go back into supporting MSI’s own work making choice possible around the world.</p> <p>We believe in a world where everyone can access the high-quality health services they need, without financial burden.</p>	
Our values	
<p>In line with our mission, we are committed to safeguarding the rights and welfare of our staff, partners, and the clients and communities we serve, and expect our team members to share our values and commitments. We are committed to the following principles:</p> <ul style="list-style-type: none"> • Our expertise delivers sustainable impact. • Our work generates profit with a purpose. • Through growth and learning, we find new ways to solve complex problems. • We act with integrity, always. • We are building a truly equitable workplace. 	

About the programme

The Girl Generation: Support to the Africa-Led Movement to End FGM/C Programme, is led by Options Consultancy Services, and includes Amref Health Africa, ActionAid, Orchid Project, Africa Coordination Centre for Abandonment of FGM/C and University of Portsmouth. It works closely with the Population Council's FGM Data Hub. The programme envisions a world where girls and women can exercise their power and rights and have expanded choice and agency and be free from violence, including FGM/C.

Options has responsibility for the overall coordination of all monitoring evaluation and learning activities. This includes working with partners offering them technical support, data collection for a range of purposes (outcome evaluation, learning and adaptation, building the evidence base for 'what works?' to end FGM/C). In addition, Options is responsible for running a number of learning events for consortium partners as well as the wider stakeholder community.

Main purpose of job

The MEL officer is responsible for supporting the Head of MEL, the programme team and consortium partners in implementing the programme MEL framework, including:

- Supporting the coordination and monitoring of programme MEL activities including data collection and analysis
- Mapping data to the results framework
- Ensuring evidence and learning feeds into programme adaptation and is communicated externally to the wider sector
- Ensuring the Communications, Advocacy and Movement-building team have comprehensive MEL plans for their activities, and support their implementation.

Note: All levels of position in the organisation assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided.

Main duties

Programme Monitoring, Evaluation and Learning

- Support the implementation of the programme's MEL framework working closely with other members of the MEL team
- Support the quarterly and annual process of reviewing, updating and reporting against the Results framework, liaising closely with implementing partners to ensure quality and timely data collection and reporting, and alignment with expected results.
- Work closely with consortium partners to ensure data submitted is disaggregated by gender, age group, disability and other inclusion criteria.
- Support the development of the annual programme MEL workplan and routinely update it incorporating key partner MEL activities.
- Work closely with the MEL team in the development of a data management system and support its utilisation across the programme, regularly incorporating feedback to ensure continuous improvement of the system
- Support the adaptation/strengthening of data collection tools for use by consortium partners as required, and support capacity building for their use by relevant staff

- Compile, analyse and quality assure MEL data held by Options, ensuring it is systematically filed and stored
- Routinely review data sources submitted by partners and ensure reporting systems are robust and accurate
- Undertake regular field visits to programme implementation sites to cross check data accuracy and support field data collection exercises, learning and adaptation
- Support the Head of MEL in strengthening adaptive programming across the programme, and the adoption of adaptive programming tools and approaches by all partners as part of routine MEL practice
- Support the process of learning and evidence sharing to ensure partner programme interventions are informed by and reaching decisions based on evidence
- Provide support to external MEL partners and consultants to undertake various MERL assignments as needed
- Work closely with the MEL team to identify and disseminate good practice and lesson learning through programme learning forums and publications, in and across implementing countries, regionally and globally
- Support MEL capacity building initiatives for consortium partners and small grants recipients as needed

Communications, Advocacy and Movement-building (CAMB) MEL

- Be the MEL focal person for the Options' CAMB team to ensure appropriate tools, processes and systems are in place to collect, reflect on and share data, evidence and learning from across CAMB initiatives (including social media, work with broadcast/print and digital media platforms and journalists, capacity building and networking initiatives with activists and grassroots groups, conferences, advocacy events, etc.)
- Support the CAMB team to institute adaptive management approaches (data collection, pause/reflection moments, documenting learning and adaptations etc.)
- Conduct follow-up monitoring and evaluation over time to assess the impact of CAMB interventions in the medium term (the 'so what?' and 'what happened next?' and other sustainability-related questions)

Knowledge management and Reporting

- Support in collating programme quarterly and annual reports ensuring partner reports meet the set standards for output and outcome scoring templates for the annual review process.
- Support in data entry of Options Results Framework data in the data dashboard developed by the FGM Data Hub and support the verification of consortium partner MOVs when they uploaded on the dashboard
- Support delivery of Options' milestones (e.g. reports, dissemination events) and support partners in delivering MEL-related milestones
- Contribute to learning outputs and communication products working closely with the programme communications team.
- Share evidence and learning from the programme with the advocacy and communications team for wider dissemination

Other

- Ensure that all work is aligned with the Programme's Do No Harm, Safeguarding and Emotional wellbeing framework
- Represent the MEL team in meetings, events or conferences when required
- In the spirit of teamwork, provide flexible support to colleagues across Options and the consortium

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Key skills

- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint) and Teams
- Excellent English verbal and written communication skills
- Ability to multi-task and cover multiple work streams simultaneously, to work independently, and as a team member, under pressure and to deadlines
- Strong interpersonal skills, ability to greet and welcome visitors and represent Options' image
- Working knowledge of procurement best practices

Key experience

- Minimum of five years' experience in MEL, including data management, in a large scale, multi-country development programme
- Experience in programme performance measurement and developing monitoring, evaluation and learning plans
- Good understanding of programme evaluation and learning cycles, data analysis and presentation of results
- Experience using major evaluation methodologies (qualitative, quantitative and mixed methods) and data collection and analysis methodologies
- Experience in MEL for gender and rights-based programmes, and/or in MEL for communications and advocacy
- Experience working with consortiums
- Previous experience in MEL for programmes funded by the Foreign Commonwealth Development Office (FCDO) or similar funders
- Experience providing MEL training to field officers and sub-grantees

Formal education/qualifications

Degree in a relevant discipline

Personal attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, who are focussed on delivering sustainable impact in the countries where we work. We're proud to

be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, enthusiastic, solutions-oriented and committed to promoting equality across the organisation, and with those that we work with.

For this role, we're looking for an individual who is:

- A team player, providing support and encouragement to a range of different stakeholders, from global activists and international NGO staff, to grassroots groups.
- Organised and process oriented, with an attention to detail and able to prioritise workload.
- Empathetic and emotionally intelligent, as the role involves working closely with women and girls who may have experienced violence.

Other essential requirements:

- A strong supporter of the cause of family planning and a woman's right to safe abortion (pro-choice).
- Commitment to equal opportunities.
- A commitment to the programmes' and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights.
- Fluency in written and spoken English.
- Candidates must have the legal right to work in Kenya.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by:	Date:
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Version History (For HR use only)	
Date JD reviewed by HR team member:	28 February 2024