

## TERMS OF REFERENCE

### Monitoring, Evaluation and Learning (MEL) Officer

#### About Zizi Afrique Foundation

Zizi Afrique Foundation (ZAF) is a not-for-profit organization committed to improving learning outcomes for children and youth furthest behind. ZAF works at the intersection between evidence, policy, and practice, and uses research as a pathway toward improving public education system. ZAF's areas of focus include Values and Life Skills, Foundational Literacy and Numeracy, Parental Empowerment and Engagement, Whole Child Development and Technical and Vocational Education. ZAF envisions a world where all children and youth learn and thrive. We contribute to the nurturing of a generation of children and youth who are well-equipped with the skills for learning, skills for living and skills for working. ZAF's mission is to consolidate evidence, innovate solutions through collaborative networking, and shape policy and practice to equip children and youth with competencies they need for life and work.

ZAF is a member of the Regional Education Learning Initiative (RELI) Africa, a collaborative network of organizations working to improve learning outcomes in Kenya, Uganda and Tanzania. Since 2020, under the Regional Education Learning Initiative (RELI), ZAF has been working with eight civil society organizations in Kenya, Tanzania, and Uganda towards developing contextualized assessment tools to measure life skills and values in the context of East Africa, under the Action for Life Skills and Values in East Africa (ALiVE) Programme. ALiVE's vision is to see that the 21st century learners in East Africa are equipped with life skills and values, to support learning, working, and living. It is a 6-year project that seeks to:

- i. Support education systems in East Africa (curriculum, assessments, teacher education) to integrate life skills and values.
- ii. Perform an advocacy role for the ALiVE initiative and other issues that may emerge during implementation.
- iii. Institutionalize a systematic learning and adaptation approach.

#### Scope of work

Reporting to the ZAF MEL Manager, the **MEL Officer** will oversee Monitoring Evaluation and Learning activities for the ALiVE program in Isiolo County and support partners in execution of the program in accordance with accepted targets and quality standards. S/he will also be responsible for providing capacity building to program partners on monitoring and evaluation of activities as well as reviewing and developing necessary tools that feed into the needs of ALiVE program and donor reporting requirements.

#### Specific roles and responsibilities (Not limited to);

1. Lead partner coordination and collaboration in the design and implementation of monitoring, evaluation and learning components under ALiVE program in Isiolo County.
2. Support in refining ALiVE program logic and approaches, including contributing to intervention designs, theories of change, sector strategies and regularly reviewing MEL frameworks to adequately incorporate MEL considerations into ALiVE program.
3. Work closely with the MEL Manager, to plan, coordinate, and supervise assessments and evaluations for the program. This will entail development of Scopes of Work, survey tools, training and management of data collectors, report writing and facilitating results discussion.
4. Work with the MEL Manager and ALiVE Kenya Manager to ensure that activities are implemented on plan, through regular planning and review meetings.
5. Regularly document and share learnings from program implementation including maintaining an up-to-date database on progress and achievements of targets
6. Produce advocacy products including policy summaries and briefs, factsheets, blog posts, articles on work related to life skills and values in Kenya.
7. Facilitate regular reflection and analysis of program monitoring information that feeds into programming and learning.
8. Support the process of testing and adopting relevant technologies for improving the efficiency of the program's MEL function.
9. Play and advisory role for partners and program team to guide them towards robust and relevant data collection.
10. Support engagement with system actors in education on matters related to life skills and values.
11. Participate in local and/or international conferences and events disseminating the work of ALiVE.
12. Support the development of monthly, quarterly, annual, and other program reports.
13. Attend and fully participate in program team meetings, staff meetings and retreats as required.

## **Desirable Skills and Qualifications**

- Bachelor's degree in social science, statistics, Project Management, or any other relevant field. Additional training in Monitoring and Evaluation will be an added advantage.
- At least three (3) years' experience in monitoring and evaluation of development programs.
- Demonstrable experience in project management and planning in an NGO setting.
- Knowledge and experience in using at least one or a combination of statistical computer packages and tools such as SPSS, KOBO Toolbox, ODK etc.
- Demonstrable ability to develop and implement monitoring and evaluation plans.
- Excellent written, verbal and presentation communication skills.
- Proficient in MS Office Suite and highly organized and able to multitask.
- Good writing and analytical skills.

## **Work environment and compensation**

- ZAF offers a competitive package that includes a family medical cover, pension scheme, annual leave of 25 working days, and other benefits.
- The position will be based in Nairobi, with a physical office and flexible work-from-home possibilities and occasional travels to the project areas.
- The job is often not an 8 am – 5 pm job. The job has flexibility, and is also demanding, requiring high skills of work-life balance, and a strong sense of responsibility.
- Experience is needed to work in a self-driven and ambitious, fast - paced environment, carrying the heavy responsibility of delivering the mission of ZAF.

**Candidates from Isiolo County and the surrounding areas who meet the qualifications are strongly encouraged to apply and will be given priority.**

**Only short-listed candidates will be contacted for interviews.**

**Zizi Afrique Foundation is an equal-opportunity employer.**