



**VACANCY ANNOUNCEMENT  
STREAM M&E COORDINATOR**

<b>Organization</b>	Adeso - African Development Solutions, <a href="http://www.adesoafrica.org">www.adesoafrica.org</a>
<b>Position Title</b>	Monitoring and Evaluation (M&E) Coordinator
<b>Reporting To</b>	Consortium Coordinator
<b>Working With</b>	STREAM Consortium Team: ACTED/Adeso PDQU Teams in Nairobi
<b>Program/Duty Station</b>	Nairobi, With Frequent Travel to Field Offices
<b>Duration</b>	One (1) Year Renewable
<b>Starting Date</b>	Immediately

**ORGANIZATIONAL CONTEXT**

Adeso, formerly known as Horn Relief, is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

For the past 20 years we have strengthened rural livelihoods through environmental awareness, training, technology transfer and innovative humanitarian projects in pursuit of a peaceful, self-reliant, and greener future.

Adeso is an exciting and dynamic organization experiencing managed rapid growth. It offers sound employment conditions with opportunities for personal growth and development.

**SOMALIA RESILIENCE ACTION (STREAM) CONSORTIUM**

The STREAM Consortium, established in early 2013, aims to provide a sustainable opportunity for resilience building for communities chronically affected by food insecurity and humanitarian crises in Lower Juba. Targeted communities will benefit through the delivery of predictable and regular cash transfers to vulnerable households, alongside investment in diverse livelihood bases and the provision of support and community led preparedness, early warning and timely response systems.

Both ACTED and Adeso have extensive experience of and presence in humanitarian programming in Somalia, in particular in South-Central Somalia and Lower Juba.

ACTED has been working in South-Central Somalia since 2009, and has developed strong relationships with communities and local authorities through the provision of food security, WASH and livelihood programming. ACTED Somalia's areas of intervention are located in South Central Somalia, across the Juba's (Middle and Lower), Bay and Gedo regions supported by an operational area office in Mogadishu. ACTED has operated emergency response programs, most notably offering vital humanitarian assistance during the 2011 drought, and is now moving towards resilience building.

In 2012 the security context and constraints on programming in Dinsoor and Sakow forced the organization to make a decision to close these project sites and relocate activities to Baidoa, El Waq and Kismayo following needs assessments done in both areas. As a result, in 2013 ACTED adapted programming to support urban communities



including IDPs, host and minority groups to enhance food security, strengthen livelihoods and improve access to water, sanitation and hygiene.

Adeso, formerly known as Horn Relief, is an African-based organization established in 1991 in response to Somalia's devastating humanitarian crisis and civil war. Adeso has been working in Somalia since 1994, and in this time has worked in Lower Juba (Dhobley, Afmadow, Kismayo and Badhaade districts) and Gedo Regions (El Waq, Luuq, Belet Hawa and Dollo districts), as well as in Galmadug, Bari, Sanaag, Mudug and Sool Regions in Puntland and Somaliland. The organization has been working with Somalia's pastoralist groups, particularly women and youth, to prevent, manage and overcome situations that adversely affect a community's well-being. Adeso's Somali operations include 10 field offices delivering programs in five thematic areas: integrated food security, education, water and sanitation, natural resource management and humanitarian response interventions.

### **POSITION SUMMARY**

The M&E Coordinator will act as the technical focal point on all aspects of monitoring and evaluation of STREAM Consortium. The M&E Coordinator will be responsible for establishing and implementing an effective system to monitor progress, impacts and successes of project activities and performance at all levels. The M&E Coordinator will be responsible for all MEAL related activities of the STREAM Consortium that aims to provide a sustainable opportunity for resilience building for communities chronically affected by food insecurity and humanitarian crises in Dhobley, Afmadow and Kismayo districts of Lower Juba region of Southern Somalia.

The M&E Coordinator will also monitor all grant activities and ensure that the project complies with donor performance reporting requirements. S/he will conduct assessments, baseline studies, surveys and need assessments to identify necessary changes and future opportunities.

### **POSITION PURPOSE**

M&E Coordinator will be line managed by the consortium coordinator and technically work with ACTED and Adeso M&E focal points; and will be responsible for project level activities in relation to monitoring of project activities, data management and analysis. The M&E coordinator will effectively use the available channels and ways to foster learning for sustainable capacity development through using the many innovative approaches that recognize the importance of learning in M&E, improve knowledge and the capacity process as well as recognizing results through making the management of the knowledge more adaptive and responsive.

Working closely with project teams, he/she will support project monitoring and evaluation by providing and managing SSNP consortium databases and undertaking some project data management responsibilities including data collection, collation and analysis. The role involves providing technical support on design of thematic survey forms, data processing tools, management of data entry and validation, management and tracking project data using quantitative and qualitative data analysis basics.

He/she will have the overall coordination and running of the M&E system at the Nairobi and field level; providing support and oversight for M&E Officers; visiting to assist with monitoring activities and provide technical guidance (particularly training of data collectors and methodology work); managing the project database; undertaking analysis and producing monitoring reports as needed; disseminating monitoring information; working across to bring together data from the two organizations together for analysis and reporting.



The M&E Coordinator will be focal person in developing and managing the Program Measurement system, building the capacity of consortium staff and partners in M&E and supporting all consortium M&E and research-related activities of field projects.

### **SPECIFIC ROLES AND RESPONSIBILITIES**

- Making operational decisions and managing the various components of the program dealing with M&E;
- Managing data collection, analysis and reporting on performance indicators by project team members and project counterparts;
- Developing the Project Management Plan, setting out specific quantifiable performance indicators and targets for overall objectives and activities and establishing monitoring systems to measure project progress;
- Leading writing of quarterly technical and financial reports and assists the consortium coordinator in writing annual work plans;
- Utilizing critical inputs, feedback, and assessments from evaluation partners to inform changes in program approaches and scale-up.
- Helping standardize program measurement and M&E tools and systems and ensure the project has robust monitoring plan in place.
- Developing and actively managing donor performance monitoring plans, including working closely with external evaluators during donor assessments and evaluation;
- Working with Nairobi and field offices and program staff to ensure adequate M&E systems and quality controls are in place that meet donor requirements and the needs of the program;
- Managing Adeso's Somalia project monitoring information system to ensure efficient and effective collection, entry, analysis and amalgamation of project data (both quantitative and qualitative) and proper reporting of the outcomes and impacts of all projects.
- Building the capacity of Monitoring and Evaluation staff to analyze and disseminate regional data and conduct data quality audits;
- Building capacity of program staff to conceptualize, collect, use and disseminate MIS data.
- Providing technical assistance in producing quarterly reports of program outputs and accomplishments
- Assisting with management of the Research as required
- Helping refine consortium's methodologies for ensuring beneficiary accountability.
- Providing technical support to dedicated project staff in the field, through regular telephone/skype meetings, field visits and on-the-job mentoring/coaching.
- Supporting Program Managers and M&E staff with the planning and implementation of baseline surveys, needs assessments, mid-term and end of project reviews/evaluations including preparation of TORs.
- Coordinating with other agencies for learning and sharing of good practices in M&E.
- Helping develop appropriate data management templates and formats for project activities and support project partners on data management systems.
- Help in writing and reviewing the quarterly M&E reports.

### **SKILLS AND QUALIFICATIONS**

- Bachelor's degree or equivalent in social sciences, statistics, mathematics, business administration or computer science, with relevant experience in data analysis in emergency or development sector.
- Knowledge and experience in qualitative and quantitative data management techniques including proficient and skillful use of SPSS, STATA, EXCEL, Epi-info software's.



- Experience on project monitoring and evaluation with special emphasis on data management including data collection, analysis and storage.
- Experience analyzing quantitative and qualitative data;
- Experience working with an international development organization and knowledge of reporting procedures, best practices, guidelines and tools for monitoring and evaluation, especially impact evaluation;
- At least 5 years' experience in monitoring and evaluating Food security and livelihoods projects.
- Somalia M&E experience will be a plus.
- Excellent written and spoken English.
- Ability to work in a multi-cultural, multi-ethnic environment with respect for diversity.
- Ability to work independently and under pressure in a rapidly changing professional environment.
- Diplomacy and good interpersonal skills, with the ability to remain calm under pressure and not lose sight of strategic priorities.
- Excellent written and verbal communication skills and relevant computer software skills with proficiency in data management systems;

#### **APPLICATION PROCESS**

This is a challenging opportunity for a dedicated and highly motivated professional. If you would like to join this dynamic team, please submit your application to [jobs@adesoafrica.org](mailto:jobs@adesoafrica.org), quoting “**M&E Coordinator**” in the email subject matter, by **5<sup>th</sup> May, 2018**.

Each application should be addressed to the Regional Human Resources Manager and include the following:

- An updated CV; and
- An application letter which should include remuneration requirements and contact information for three work-related referees.

Applications not including all of the above information will not be reviewed. Only short-listed candidates will be contacted. Adeso is an equal opportunity employer.