

Job details	
Job title: Results-Based M&E Officer, ERRA	Line Manager title: Results Based M&E Manager, ERRA (JG6)
Grade: JG7	Direct reports: None
Department: Programme Delivery Department	Location: Nairobi, Kenya
Job summary	
<p>With funding from USAID, TMA is implementing the Economic Reform and Recovery Activity (ERRA) programme across East Africa and the Horn of Africa. ERRA aims to support the economic recovery and prosperity of these economies from covid while supporting further resilience to future shocks and transformation.</p> <p>The job holder plays a vital role in ensuring the effective implementation and assessment of the ERRA programme. The Results Officer (RO) supports the Results Team to actualize the agreed upon MEL deliverables for ERRA as laid in the AMELP approved by USAID. Reporting to the Results Manager and supporting the Chief of Party (COP) and Deputy Chief of Party (DCOP), the post holder will be expected to offer effective technical support in all the MEL tasks that pertain to the ERRA programme including the regional, country, and implementing partner projects.</p> <p>In addition, the job holder will be expected to offer MEL support to the TMA programmes/projects on case-by-case basis and contribute to the wider functioning of the Results Unit.</p>	
Roles and responsibilities	
<p><u>Routine Monitoring</u></p> <ul style="list-style-type: none"> • Provide technical support in the identification and development of appropriate data collection tools and analysis for the ERRA projects and implementing partners. • Support the establishment of a central database for the ERRA programme including the integration of GIS in data collection and reporting. • Support in ensuring that data/information is available for regular reporting on ERRA programme's progress against the set indicators, targets, and stakeholder data needs. • Support in the integration of relevant data collection software in data collection and reporting such as Kobo toolbox and other digital data collection tools/applications. • Support planning and implementation of regular data quality assessments for the ERRA regional, country, and implementing partner projects. <p><u>Performance Measurement and Evaluation</u></p> <ul style="list-style-type: none"> • Support in the drafting of terms of references for ERRA Project baselines and evaluations and other special studies. • Support in coordinating the work of external consultants to ensure timely submission of deliverables and quality assurance of the deliverables. • Support in the formulation of specific project monitoring plans and performance tracking tools. • Support in context monitoring, identification, and reporting issues that could affect the achievement of the ERRA programme results. • From time to time be required to provide support to TradeMark Africa's wholly owned subsidiary, Trade Catalyst Africa, as would be communicated by the line manager. <p><u>Project Design and Development</u></p> <ul style="list-style-type: none"> • Support in the development of project result frameworks/ log frames for the ERRA regional, country, and implementing partner projects. • Review the project result frameworks and log frames to ensure the results offer are aligned to the overall ERRA results. 	

MEL Capacity Building

- Support in the development and delivery of MEL trainings designed to enhance TMA staff and partners' ability to engage in effective MEL.
- Support in the development and maintenance of training materials and guidance for TMA staff and partners on various aspects of MEL.
- Co-facilitate capacity-building training and follow up with staff and implementing partners for continuous improvement.

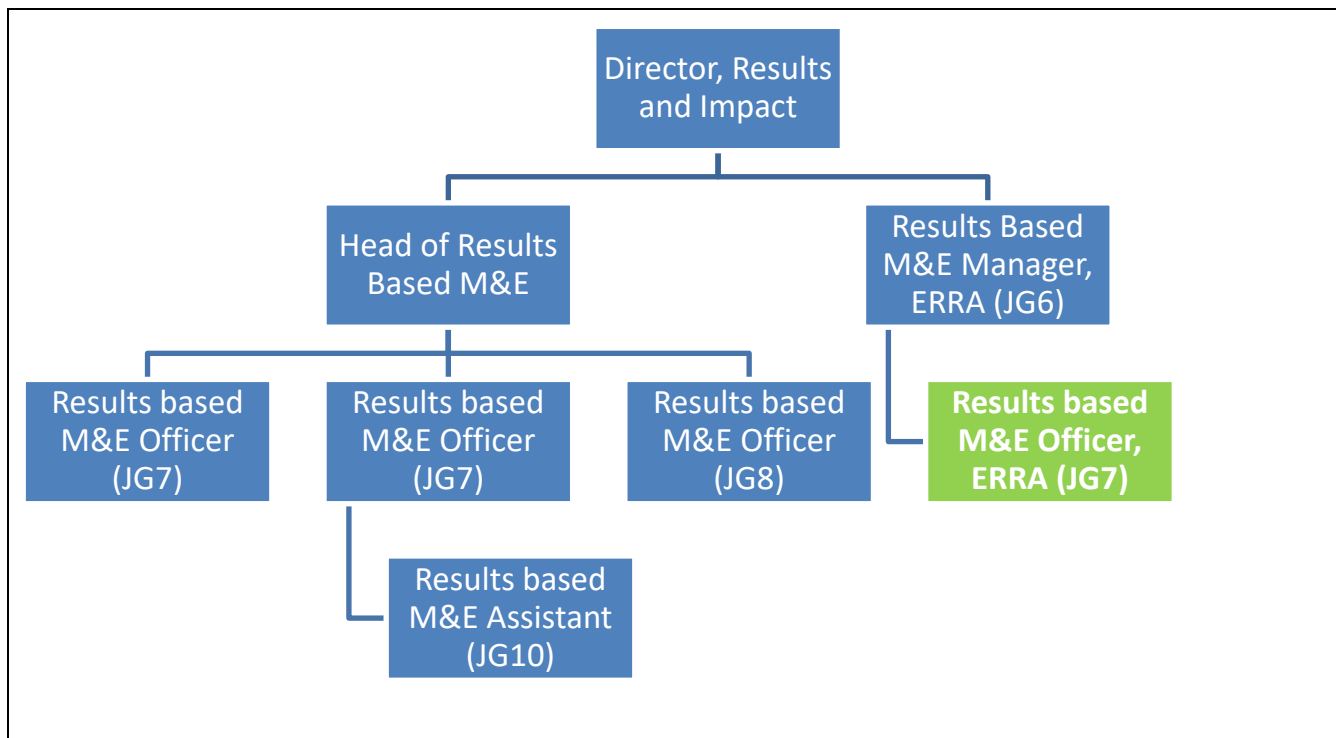
Reporting

- Support the preparations for the Annual Review, ensuring output self-assessment forms are completed to a high quality by programme teams and there is demonstrable linkage to outcome-level results.
- Support in the compilation of data and packaging of results in periodic progress reports (quarterly and annual reports).
- Support in the consolidation and first level quality assurance of ERRA's quarterly, semi-annual, and annual reports.
- Provide first-level quality assurance processes for project documentation in MIS (Management Information System) including work plans, monitoring plans, and risk plans.
- Support Collaboration, learning, and Adapting (CLA) events to ensure knowledge management and lessons from project implementation are captured and shared widely.
- Review project close-out reports and feedback to teams on areas for improvement.

Required Corporate Level Responsibilities.

- Apply the highest standards of controls and risk management practices and behaviours and embed a positive risk and control culture.
- Demonstrate prudence, sound judgement and appropriate and timely escalations in management of all types of risk (including fraud risk) applicable to my role.
- Understand and comply with the relevant end-to-end processes including applicable risks and controls.
- Seek to identify, understand, and escalate risk events/incidents/ issues on a timely basis focusing on fixing root-causes and taking ownership of identified mitigating actions.
- Complete all relevant mandatory trainings within the stipulated timelines.
- Ensures compliance with PCM guidelines throughout the project design and implementation cycle, including robust project planning, reporting and closure, adhering donor requirements as stipulated in contribution agreements

Organisational positioning



Academic and professional qualifications

- Undergraduate degree in monitoring and evaluation, project management, social statistics, Information Systems Management, or related field plus 5 years' relevant experience
- Or a post-graduate degree preferably in monitoring and evaluation, social statistics, international development; social sciences; political science; economics; public or business administration/management plus 3 years relevant experience.
- Professional training and certification in monitoring and evaluation is essential.

Work experience.

- At least 5 years (or years with a post-graduate degree) relevant experience in supporting development organisations in East Africa in the design and implementation of M&E systems.
- Experience in data base development and management and working with Data Management Information systems.
- Proficiency in working with KOBO toolkit and other mobile data collection applications.
- Computer skills, including MS Office (Word, Advanced Excel, PowerPoint)
- Working experience with USAID funded projects is an added advantage.

Technical skills and behavioural competencies

Desired

- Good interpersonal skills and ability to collaborate with multiple stakeholders.
- Ability to receive and handle confidential and sensitive information (highly approachable, trustworthy, and confidential)
- Fluency in English, both written and verbal

Risks associated with the position.

Job description



No apparent risks associated with the role. However, the post holder will be expected to adhere to the TMA safeguarding policies and procedures and immediately report any safeguarding concerns in the Line of duty.

Sign off

Job holder name:	Signature:	Date:
Line Manager name:	Signature:	Date:
Counter-signing Quality Assuror (CQA) name:	Signature:	Date: