MONITORING, EVALUATION, ACCOUNTABILITY & LEARNING (MEAL) SPECIALIST

LVCT Health is an established Kenyan NGO that is renowned for the implementation of health programs at scale in Kenya. Through its vision of **Empowered, Healthy and Resilient Communities**, LVCT Health is a leader in designing and implementing innovative HIV prevention and treatment approaches, sexual and reproductive health, and gender-based violence programs reaching the most vulnerable populations. LVCT Health uses a research-policy-practice cycle approach and invest in systems strengthening working with government and other stakeholders at national and county levels.

The USAID Stawisha Pwani is a five-year cooperative agreement funded by the President's Emergency Plan for AIDS Relief (PEPFAR) through the US Agency for International Development (USAID) to increase the use of quality county-led health services in four Coastal counties of Kilifi Kwale, Mombasa and Taita Taveta. The program aims to strengthen county health systems with a focus on HIV Prevention & Treatment, Family Planning, Reproductive, Maternal, Child and Adolescent Health (FP/ RMNCAH) and Nutrition. The program supports the four county governments towards sustainability in quality and systems of health services. The program objectives are:

- Increased demand for and access to quality HIV prevention services.
- Increased demand for and access to quality HIV treatment services.
- Use of quality FP, Reproductive, Maternal, Newborn, Child & Adolescent Health and Nutrition services (FP/RMNCAH)
- Strengthened capacity of county health systems, local partners and communities to deliver quality health services.

LVCT Health is looking for a dynamic well qualified and motivated individual to join our great team by filling the following vacant position:

POSITION:	**Monitoring, Evaluation, Accountability & Learning (MEAL) Specialist**
REF:	**MEALS/LVCT/07/2024**
REPORTING TO:	Chief of Party
LOCATION:	Mombasa

Job purpose

The Monitoring, Evaluation, Accountability and Learning Specialist will oversee all project monitoring, evaluation activities of the project, data collection systems and tools, timely reporting, development of and management of the Project's Performance Monitoring Plan (PMP), dissemination and publication of project outcomes, as well as mentor and support the M & E team. They will be responsible for delivering all USAID-related MEL deliverables consistently in a quality and timely manner.

Specific Roles & Responsibilities

1. **M&E System Strengthening and Leadership – 25%**
   - Maintain and update a robust M&E system for the project to ensure the highest data quality and use it for decision-making.
   - Develop and manage the Project's Performance Monitoring Plan (PMP) in collaboration with project staff and partners.

- Operationalize the PMP and relevant dashboards and institutionalize monthly data reviews by the Project Management Team (PMT).
- Oversee and coordinate key M&E components (assessment, design, implementation, baseline, monitoring, evaluation, transition, learning, and documentation) across sub-grantees, focusing on results, impacts, and lessons learned.
- Ensure sub-grantees demonstrate the required MEAL capacity and ensure core information for grant management, partners, and funding agencies is available.
- Identify and manage MEAL requirements that need consultancy or partnerships.
- Lead the project team in setting and monitoring targets and milestones.
- Identify MERL technical assistance (TA) needs for partners, facilities, and government counterparts, and provide/organize TA through training, mentorship, and on-site supervision.
- Support technical staff in M&E functions and manage M&E project staff.

2. **Project Development, Reporting, and Documentation – 25%**
- Ensure project performance and accountability data are collected, analyzed, and disseminated in a timely manner for quarterly, semi-annual, and annual reporting.
- Participate in developing the annual work plan and budgets, ensuring alignment with technical approaches.]
- Develop MERL annual work plans and budgets, ensuring efficient utilization of MEL resources.
- Identify needs, draw up ToRs for specific studies, procure, guide, and supervise consultants or organizations contracted for special surveys and studies.
- Lead analysis of project data to assess progress and areas of improvement.
- Develop and maintain systems to collect and analyze information on program inputs, outputs, outcomes, and impact.
- Guide staff and sub-grantees/implementing partners in preparing progress reports in approved formats and ensure timely submission.
- Lead responses to USAID for regular and ad hoc reporting requirements.
- Manage and coordinate quarterly SAPR and APR reporting processes for USAID through DATIM, JPHES, and other platforms.
- Ensure timely communication, documentation, and publication of MEAL findings and lessons at all levels for timely utilization and decision-making.

3. **Quality Assurance and Capacity Building – 15%**
- Ensure quality, consistency, and adherence to standards and best practices for M&E across the project, including data quality and use.
- Undertake regular visits (including occasional integrated missions) to the field to support MEAL implementation and identify needed adaptations.
- Provide guidance and mechanisms to ensure quality assurance is maintained at all programmatic levels, particularly at results level, by offering technical support during DQA and other Quality Assessments.
- Identify MERL TA needs for partners, facilities, and government counterparts, and provide/organize TA through training, mentorship, and on-site supervision.
- Coordinate continuous updating and review of project M&E standard operating procedures.

4. **Collaborating, Learning, and Adapting (CLA) – 15%**
- Ensure the consolidation of a learning culture based on evidence-based best practices and industry standards to help project staff achieve or surpass targets and standards.

- Lead the project learning agenda, including designing and implementing rigorous operations research, data analysis, and manuscript writing, and champion project learning through CLA.
- Provide leadership in developing or adapting, maintaining, and promoting tools and approaches to enhance CLA.
- Lead strategic collaboration activities with key stakeholders to learn from project data and adapt interventions as appropriate.

5. M&E staff and resources staff management – 20%
- Line management for M&E staff in USAID Stawisha Pwani
- Assign roles and responsibilities and ensure all staff have clear JDs & performance targets
- Perform regular performance reviews of direct and functional reports including annual performance appraisal
- Develop and implement capacity building and mentorship plans to continuously build capacity of M&E staff
- Supervise consultants, and short-term staff and interns hired within the department
- Ensure all staff in the department utilize resources properly and account for financial resources on time and accurately

Required Qualifications, Skills, and Experience
- Master's Degree in a relevant discipline, such as Mathematics, Statistics, Informatics, or a related field, with knowledge/skills in Geographical Information Systems and information technology.
- At least ten (10) years of experience implementing monitoring and evaluation activities for complex programs in collaboration with partners such as the Government Ministry of Health Department.
- Demonstrated experience in providing technical support, setting up and managing M&E systems that track performance according to activity objectives (e.g., service integration and performance against result areas), and applying statistical methods and database management.
- Experience working with multiple stakeholders and familiarity with USAID and PEPFAR indicators and reporting requirements.
- Demonstrated expertise in rigorous quantitative and qualitative research and analytical methods, including research/study design and implementation, design and data analysis, and rapid appraisals.
- Experience and understanding of the Government of Kenya's health system with proficiency in DHIS2 is desired.

How to apply
LVCT Health strives to provide an environment of professional growth and development. Interested and qualified candidates are invited to submit their applications and CVs via careers.lvcthealth.org indicating their salary history and expectations by **31st July 2024.** For more information about the organization, please visit www.lvcthealth.org. Interviews will be conducted on a rolling basis. Female candidates and candidates from minority groups are encouraged to apply. LVCT Health is an equal-opportunity employer and **DOES NOT CHARGE** any fee whatsoever in any part of the recruitment process.

LVCT Health upholds safeguarding principles and only recruits' candidates who share our safeguarding commitment. We are committed to preventing any unwanted behavior at work, including sexual harassment, exploitation, and abuse, especially of children and vulnerable adults, as well as stigma and discrimination against individuals of various diversities, lack of integrity, and financial misconduct. Failure to adhere to our safeguarding principles will result in disciplinary action and/or legal action if necessary.