



Advertisement:

Grants & Monitoring, Evaluation and Integrated Learning Officer

Full-Time. Based in Nairobi, Kenya.

January 2016



**Grants & Monitoring, Evaluation and Integrated Learning Officer ToR 2017,
Full-Time. Based in Nairobi, Kenya.**

Who we are:

Integrity sets the international standard for ethically delivered, expert services in challenging, complex and fragile environments. We work to assist our clients in the international community and the global private sector to transform conflict and build stability, accountability and prosperity. We aim to help our clients succeed in fragile and challenging environments while building trust and giving a voice to local people.

We deliver five key services: programme management and implementation, programme design, monitoring and evaluation / stakeholder engagement / capacity development / research and analysis.

Our services are underpinned by the principles on which the company was founded: an expert understanding of local context, ethical procurement and contracting, and a commitment to high quality work. Through our project delivery we fulfil our mission to build local skills and capacity by investing in sustained and equitable relationships with local partners.

Integrity employs a multinational team of project managers and implementers, thematic and regional experts, researchers, evaluators and analysts with years of experience delivering complex programmes in fragile geographies across Africa, Asia and the Middle East.

Further information about Integrity can be found at www.integrityglobal.com.

Scope of work:

Integrity is currently supporting the implementation of DFID Kenya's Deepening Democracy Programme (DDP), as part of a consortium led by DAI Europe. DDP aims to encourage more inclusive governance in Kenya through election support and support to accountability institutions and civil society. Integrity is working with other consortium partners to design and implement the programme's internal learning and knowledge management, and monitoring and evaluation processes.

The Grants and M&E Officer is part of the Results, Performance and Learning Team, which includes three full-time members (including the Officer). The Officer will report to the Results and Performance Manager but work closely with the Monitoring, Evaluation and Integrated Learning (MEIL) Manager. This team is responsible for collecting and harvesting results, reporting and performance management, supporting evaluation processes, supporting

grantees in results management, as well as collating and disseminating learning to inform programme adaptation.

Terms of Reference:

A. Grants management support (30%)

- Work closely with the Grants Team to identify capacity building areas and support capacity building for grantees on grants management.
- Propose improvements to grantees' grants management systems
- Provide support to the Grants Team in reviewing quarterly financial reports of the grantees.
- Support the Monitoring, Evaluation and Integrated Learning (MEIL) Manager to conduct value for money (VfM) monitoring of the programme, based on determined VfM indicators.

B. Monitoring, Evaluation and Integrated Learning (70%)

- Support the MEIL Manager to conduct context monitoring on key context governance indicators.
- Aggregate data from implementing partners' for reporting.
- Verify data and results from partners through data reviews, checks and field visits.
- Conduct regular field visits and provide feedback on findings.
- Support the MEIL Manager to undertake capacity assessments and capacity building activities with implementing partners on monitoring, evaluation and learning.
- Manage data through a data management system designed by the programme.
- Review quarterly technical reports of implementing partners and provide appropriate comments and recommendations.
- Perform any other monitoring, evaluation and learning duties as may be required and assigned by the Results & Performance Manager or Team Leader.

Education and Experience:

The candidate will have:

- 5+ years experience in Grants & MEL on donor programmes in East Africa.
- Experience and knowledge of DFID funded programmes.
- Understanding of governance programming is desirable.
- M&E system design and implementation experience.
- Field data collection and management experience in East Africa, including Kenya.
- Experience with management information systems/databases.
- Grants management experience.
- Data management, cleaning and analysis experience.
- Superior communication, interpersonal and team working skills.

Competencies:

The candidate will demonstrate:

- Bachelors degree in a related field
- Strong capacity to implement M&E approaches on governance programming, specifically around devolution and local government.
- Strong capacity to conduct data collection and manage field teams.
- Demonstrated experience in qualitative and/or quantitative data collection methods and tools.
- Strong financial and programme analysis, writing, and presentation skills.
- Excellent stakeholder engagement skills with government partners, donors, CSOs and communities.
- Demonstrated experience conducting training and mentorship to grantees and implementing partners.
- Good knowledge of Kenya's political economy with good access and networks.
- Good understanding of Kenyan civil society organisations.

Languages:

- Written and oral fluency in English.

How to apply:

If you are interested in applying for this position, please complete the application form at www.integrityglobal.com/apply and attach a CV and Cover Letter at the bottom of your application.

Applications will be reviewed on a rolling basis, with an aim to fill this position as soon as possible. The final closing date for applications is: **3 March 2017**

Please be advised that only shortlisted applicants will be contacted.

Candidates must have the right to work in Kenya.

Integrity is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by UK data protection laws.



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