



**FH ASSOCIATION RWANDA (Food for the Hungry)  
PO BOX 911 Kigali, Rwanda**

**VACANCY ANNOUNCEMENT  
Monitoring, Evaluation, Accountability and Learning  
(MEAL) Manager**

**ABOUT FH**

FH Association Rwanda (Food for the Hungry) is an International Christian Relief and Development organization with a value proposition "We design, develop, and deliver catalytic solutions that build resilience so that children, families, and communities can flourish". FH Rwanda has been implementing integrated relief and development projects in Rwanda since 1994. FH Rwanda operates in Kamonyi, Ruhango, Muhanga, Gatsibo, Nyagatare, Ngororero and Karongi districts. Our Head Office is located at Umuyenzi Plaza, 2 nd Floor, Kisimenti – Remera.

FH Rwanda has adopted an integrated programming model RFTS (Resilience and Flourishing through Systems Transformation) through 4 sectors: Livelihoods, Education, Health, and Disaster Risk Reduction.

**FH CULTURE**

All we do, and how we do it, seek to promote God's beauty, goodness, and truth in a broken world. As such, we are defined by our ability to make people's lives measurably better; our ability to deliver impact is the measure of our collective success. For we know that we are God's handiwork, created in Christ Jesus to do good works, which God has already prepared in advance for us to do. At Food for the Hungry, we operate under a set of values called Heartbeat Values.

We are seeking to hire a qualified, dedicated and experienced "**MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING (MEAL) MANAGER**" to be based at Head Office, Kigali. The jobholder reports to the Country Director and is an active member of the Senior Management Team.

**SUMMARY OF THE POSITION**

The Country MEAL Manager comprehensively manages the Monitoring and Evaluation process in the entire country program, ensuring the criteria and indicators defined in the RFTS (Resilience and Flourishing through Systems Transformation) program model and Country's Strategic Plan are efficiently met and provide necessary recommendations. Co-lead in design of projects and programs in line with FH's Transforming Field Experiences (TFE) re-imagination initiative..

**MAIN KEY RESULTS**

**Develop and Implement M&E systems for FH programs**

- Provide overall leadership on the development, implementation, and adaptation as necessary of the program's MEAL Plan, results reporting, etc. with support from GSC and in country leadership.
- Collaboratively lead the process of designing the monitoring and evaluation system considering the requirements and criteria for each sector and project.



- Lead and provide technical oversight in the Implementation of the Monitoring and Evaluation system.
- Design data collection instruments used for monitoring, reporting and evaluation according to the Country Strategic goals.
- Work closely with the Global MEAL teams to develop, use and disseminate relevant M&E systems and data
- Lead the design and application of performance management and monitoring systems, and evaluation methodologies and/or tools.
- Direct and oversee collection of baselines, midline, and end line, quarterly and annual data collection to maintain an up-to-date database of program output and outcome data.
- Lead and Determine information need of project management, implementing partners and primary stakeholders, and funding agencies.
- Facilitate M&E design and implementation processes with implementing partners and primary stakeholders.
- Provide support to implement the M&E plan, revise and update performance questions, indicators, methods, formats, and analytical processes.
- Review existing M&E and management information systems of each project and identify needs evidence-based decision making and support.

#### **M&E data management, analysis and information sharing**

- Oversees data collection exercises such as baselines, QIVC (Quality Improvement Verification Checklist), RFSLA (Rapid Food Security and Livelihoods Assessment) among others
- Coordinates data collection teams and provides the necessary training and coaching for successful implementation of data collection exercises
- Consolidates and analyses data at the national level and provides comprehensive reports of data collection exercises.
- In coordination with the Sector Specialists and Program Area Managers verifies the effectiveness in meeting program/project objectives.
- Collect, compile and analyze data and reports and create consolidated progress reports.
- Support establishment of data collection systems within programs and support community M&E mechanisms/structures through participatory processes
- Follow up on project quality implementation through regular project field visits
- Support teams review and reflect on project implementation processes to enhance learning and replication of best practices
- Strengthen the capacity of project implementing staff on M&E.

#### **Program monitoring and reporting**

- Take lead in ensuring program delivery tools such as Smart sheet and World Link 3 are regularly updated in a timely manner.
- Come up with innovative online tools for monitoring project progress including use of GIS software.
- Reporting: Develops regular monitoring reports including data and process results.
- Supports preparation of reports required for submission to donors and for FH Rwanda program evaluation reports and year-end statistics for the annual report.
- Monitor and evaluate progress towards annual work plans, expected outputs, including selecting and monitoring progress in meeting indicators.
- Makes recommendations geared at program improvement (design and implementation based on the monitoring/evaluation results.)
- Maintain project-based Indicator Performance Tracking tables (IPTT) to track project progress

### **Capacity Building**

- Build capacity of staff in M&E concepts and principles required for their positions.
- Continuously evaluate adherence to program standards through spot checks during field visits and visually verify information reported through the reporting systems.
- Build capacity of country teams in the adoption and strategic use of data and information so as to improve the implementation of programs
- Collaboratively work with line managers of M&E staff in to identify learning needs and providing support /developing performance goals

### **Program Support**

- Represent FH Rwanda in Monitoring and Evaluation forum and platforms improve the Monitoring and Evaluation framework of FH Rwanda ;
- Provide input in decision-making processes based on country knowledge of M&E realities.
- Support the proposal writing processes by the required information and leading in the design of relevant Monitoring and Evaluation Indicators, Log frames and M&E Plans.
- Develop relevant information required for communication purposes such as country statistics, country strategies and other useful documents necessary for proposal writing and decision making
- Other duties as assigned
- Serve as point person for collecting stories and material for internal/external communication and marketing/fundraising purposes. This will include production of written stories as well as provision of basic video and photos as required
- Provide support in coordinating in-country logistics for scheduled resource trips [photography, video, story-gathering trips]
- Ensure information gathered from program evaluations is well documented and accessible and program impact is effectively communicated to appropriate stake -holders.
- Support the use of social media to promote activities occurring in the field.

### **JOB REQUIREMENTS**

- University degree in Monitoring and Evaluation studies, social sciences, demography, development planning, mathematics, statistics, or similar field and;
- Master's degree/ Post graduate diploma in M&E , statistics and/or M&E Certification is an added advantage
- 10 years' experience working in Monitoring & Evaluation of humanitarian and development programs preferred.
- Experience working with development fields such as food security or child survival programming is a plus.
- High-level integrity and initiative taking and positive attitude towards learning and sharing.
- Working knowledge of budget management
- Ability to work in field conditions.
- Must have team building skills, personnel management and supervisory skills.
- Non-profit ministry experience is a plus. Program leadership experience that includes risk and compliance management, financial, and opportunity development

## OTHER ESSENTIAL REQUIREMENTS

- Vibrant Personal Relationship with Christ
- Flexibility to work under pressure and meet strict deadlines
- Possess analytical and problem-solving skills, and decision- making skills
- Commitment to accountability to beneficiaries and transparency, showing dignity and respect, and demonstrating listening and understanding
- Ability to travel to project sites under rugged conditions at times up to 50% a year
- Excellent written and verbal communication skills
- Proficient in MS Office Suite and ability to design brochures, flyers, newsletters
- Photography and interviewing skills. Ability to shoot and edit short video is a plus.
- Experience in community participatory methodologies such as PRA, PUA, Rapid Appraisals, Barrier analysis Gender analysis etc.
- Strong analytical and report writing skills
- Good understanding of project planning, implementation, Monitoring and Evaluation processes.
- Knowledge of statistical computer packages e.g. SPSS, EPI-INFO etc.

## HOW TO APPLY

Interested and qualified candidates should fill in the Job Application Form and attach their cover letter and updated CV/Resume with three professional referees (including email address and day telephone contacts), not later than **Friday 24<sup>th</sup> May 2024 @2pm** using the following link: <http://41.216.97.161/fhrwjobs>

### Note:

- Only short listed candidates will be contacted
- If any issues are experienced, please contact us separately at [rwanda@fh.org](mailto:rwanda@fh.org)
- Qualified female candidates are strongly encouraged to apply for this position

## FH Safeguarding Policy

FH strives to provide an environment free from sexual exploitation and abuse and harassment in all places where relief and development programs are implemented. FH holds a zero-tolerance policy against sexual exploitation and abuse and harassment. FH expects its employees to maintain high ethical standards, protect organizational integrity and reputation, and ensure that FH work is carried out in honest and fair methods, in alignment with the FH Heartbeat and safeguarding and associated policies. Violations to stated policies will be subject to corrective action up to and including termination of employment.

Done at Kigali on 10<sup>th</sup> May 2024

