***Monitoring, Evaluation and Learning Advisor***

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| **Typical reporting line(s)** | |
| Hierarchical | Functional |
| Sector Leader, (or Project Manager) | Project Manager |

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| **Manager to** | |
| Hierarchical | Functional |
|  | Project Field Officer, Project Assistant |

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| **Job level** |
| 16 |

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| **Duty Station** |
| Kigali |

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| **Context and Purpose of the Job** |
| Since April 2021, GIZ, in partnership with SNV Netherlands Development Organisation, has been implementing a clean cooking project 'Reducing Climate Impact of Cooking in Rwanda through Improved Cooking Energy Systems (ReCIC)'. The project's overall objective is to support sustainable access to clean and efficient cooking solutions through a market-led approach. This objective will be met through the:   1. improvement of the national demand-supply balance of biomass for cooking purposes by reducing households' fuelwood consumption, 2. (ii) dissemination of 500,000 ICS by the end of the project and ensuring 200,000 yearly production capacity by year 5, 3. (iii) supporting the establishment of a sustainable production and dissemination chain for ICS as well as for improved or alternative fuel through a market-based approach, and (iv) strengthening the interaction and collaboration in the biomass sector (Environment & Forestry, Energy and Health). GIZ and SNV have been implementing the ReCIC project with a market-based approach and providing technical and material support to companies and cooperatives engaged in producing and distributing ICS and cooking fuels such as pallets.   One of the major components of the ReCIC project is the Cooking Energy Business Growth Fund (CEBGF), through which entrepreneurs working on a variety of cooking energy innovations, including improved cooking stoves production, stove testing, briquettes and pellets production, and marketing and distribution of the products would be supported. The first phase of the project is ending on 30th September 2022. The second phase of 18 months, starting on 1st October, aims to continue activities initiated in phase one and further strength the demand and supply chain activities related to clean cooking in Rwanda.  The ReCIC project envisages recruiting a Monitoring, Evaluation and Learning (MEL) Advisor to work under the supervision of the Project Manager for the day-to-day management of monitoring, evaluation and learning activities. The MEL Advisor will work closely with ReCIC project team (EnDev/GIZ and SNV) and local partners. This position's primary task comprises the   1. design and operationalisation of the project MEL system and 2. contract formulation, contracting and monitoring of all subcontracted activities. |

| **Result areas** |  |
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| Key activities | Results / KPI’s |
| ***Advisory Services***  -Serve as the primary contact person for all monitoring, evaluation and learning related works under the framework of the SNV ReCIC project.  -Formulate yearly, half-yearly and monthly calendar of events related to monitoring, evaluation and learning, and take overall responsibility to operationalise the project MEL systems.  -Ensure that all service provider's/partner's contracts include specifications for their internal monitoring, reporting systems and reporting obligations. | Highest possible level of quality in ReCIC projects is reached. ReCIC Project is supported by given advise |
| ***Knowledge Development***  -Develop project progress and operational reporting templates that facilitate the acquisition and aggregation of data and information related to the production and sales of ICS and cooking fuels by various producers both under CEBGF and outside CEBGF.  -Develop and refine various data collection tools and instruments (both quantitative and qualitative) and maintain a database to aggregate data.  -Coordinate the implementation of baseline surveys, follow‐on monitoring, and evaluation exercises for various initiatives in the project areas.  -Document good practices, lessons learned trends, cross-cutting policy, and implementation issues, e.t.c  -Research and collect content and stories about the project's achievements. | Enhanced and innovative knowledge levels are reached and shared both internally as externally. |
| ***Project and Process Development***  -Ensure that project monitoring arrangements comply with the project grant agreement and that the provisions of this agreement are fully observed in the design of project MEL.  -Prepare routine planning activities, including field visits to supervise and monitor the quality of field works and after-sale service provisions.  -Carry out due diligence or other verification work in the field to monitor or verify business progress, benchmarking with the set performance targets and milestones for the release of grant instalments.  -Manage the information-gathering process for results and performance reports, briefings, summaries, papers, presentations, etc., for various audiences as needed.  -Validate, compile, and manage data and information from partners and other stakeholders. | Continuous improvement of effectiveness and efficiency of ReCIC project operations. |
| ***People Management***  -Train project staff and stakeholders on properly using the monitoring systems, provide ongoing coaching/support through regular site monitoring visits, and ensure quality control and problem-solving as needed.  -Organise (and provide) refresher training in M&E for project staff, local organisations and primary stakeholders whenever needed. | SNV and local staff is qualified and motivated |
| ***Positioning***  -Prepare and share periodic reports on project activity monitoring with project teams.  -Ensure that monitoring data are discussed in the appropriate forum, and future actions are agreed. If necessary, create such discussion forums to fill any gaps.  -Participate in external missions and facilitate mission team members' access to M&E data and stakeholders. | Opportunities are timely utilized; threats are timely recognized and countered. |
| ***Business Development***  -Builds, maintains and utilises relationships with relevant stakeholders, and represents SNV and identifies opportunities for Business Development policies and procedures.  -Initiates assignments on a local/(sub)national level, supports proposals and develops technical processes during the inception phase of projects. | SNV is known as trusted development partner with relevant stakeholders and has an overview of all funding opportunities/partnerships. |
| ***Miscellaneous***  -Demonstrate impeccable moral conduct as the project's representative in the provinces and districts.  -Represent the ReCIC Project in various forums.  -Prepare monthly, half-yearly and yearly progress reports.  -Perform other duties as required and as instructed by supervisor and senior staff members. | -SNV well represented in all forums.  -Timely submission of well-prepared reports. |

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| **Level indicators** |  |  |  |
|  | level 16 | | |
| ***Know how*** | Well grounded, middle seasoned level of technical professional, with experience in project implementation. Work requires good knowledge and understanding of a particular thematic area. | | |
| ***Complexity*** | -May serve as a resource to others in the resolution of complex problems and issues in the respective thematic areas.  -Works on own initiative and knowledge but may require support to resolve complex issues. Gives support to sector leader and identifies and informs project delivery issues and ensures with recommendation of solutions. Coordinates with multiple stakeholders. Assignments are usually broad in nature and require originality and ingenuity. | | |
| ***Supervision*** | Work is not closely supervised and is governed by standardized work routines that permit the use of initiative. | | |
| ***Impact*** | Indirect impact through the provision of activities that require proficiency and support. | | |

| **SNV requirements** |  |  |  |
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| ***Basic Requirements*** | -Bachelor's degree in statistics, demographics, public policy, international development, economics, engineering or related field. Master's degree or Bachelor plus an advanced certificate in M&E, statistics, or economics preferred.  -Proven success in designing, implementing and operating project M&E systems from project initiation to closeout stages.  -Experience in designing and managing beneficiary monitoring and database systems.  -Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing MEL and performance monitoring plans.  -Knowledge of evaluation methodologies (e.g., qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies.  -Experience in (i) planning and managing surveys,  (ii) developing and refining data collection tools, and  (iii) data quality assessments and oversight | | |

| **Competencies** |  |  |  | |
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| level 16 | | | |
| ***Problem analysis***  The ability to detect problems, recognise important information and link various data to trace potential causes and look for relevant details. | | | |
| ***Coaching***  Encouraging and guiding employees in order to make their performance more effective and to enhance their self-perception and problem-solving skills. | | | |
| ***Focus on quality***  Setting high quality standards and striving for continuous improvement and quality assurance. | | | |
| ***Result orientation***  The ability to take direct action in order to attain or exceed objectives. | | | |
| ***Persuasiveness***  The ambition to win over other people for one’s views and ideas and to generate support. | | | |