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| Shape  Description automatically generated with medium confidence | **Job Title** | **Head of Monitoring and Evaluation and Programme Effectiveness** | | | |
| **Contract Type** | Permanent | **Hours** | | 40 hours per week |
| **Country / Area / Team** | The role can be based at Ripple Effect offices in either Nairobi (Kenya) Kampala (Uganda), Addis Ababa (Ethiopia) or Kigali (Rwanda) with extensive travel in East Africa and UK | **Days** | Monday – Friday | |
| **Salary range** | Competitive | | | |
| **Key Contacts** | Director of International Operations, UK. Africa Director, Head of Thematic Support and Capacity Building, UK Programmes team, County Directors, Regional Thematic Leads, fundraising teams in the UK and Africa | | | |
| **Reporting to** | Director of International Operations UK with dotted line to the Africa Director | | | |
| **Line Management Responsibility** | Monitoring and Evaluation Advisor | | | |

**JOB DESCRIPTION**

Job Purpose

To communicate the achievement of Ripple Effect vision, mission, goal and objectives through appropriate collection, analysis and visualisation of impact data. To ensure that Ripple Effect systems, frameworks and processes for monitoring and evaluation and programme management are fit for purpose across Ripple Effect country programmes. Responsible for ensuring timely, accurate monitoring, evaluation and impact information is appropriate for decision-making, learning and accountability. Oversees Africa wide data analysis and Programme KPI reporting against Ripple Effect 2030 strategy. Overall responsible for building Monitoring and Evaluation capacity of country teams and ensuring country teams have adequate Monitoring and Evaluation tools.

**Scope of the Job**

* Leads and strengthens Ripple Effect Strategic Impact and Programme KPI analysis and reporting.
* Coordinating Monitoring and Evaluation support.
* M+E and Learning systems and processes.
* Building capacities across country.
* Line management.
* Coordinates M+E support.
* Works closely with Africa Regional Director.
* Works closely with Ripple Effect country teams.
* Works closely with Head of Thematic and Support and Capacity building.

**Duties**

**Strategic Monitoring and Evaluation**

* Responsible for mid-term and end of term evaluation and capturing learning of Ripple Effect 2030 strategy.
* Overall responsible for Ripple Effect Monitoring and Evaluation and Programme Effectiveness.
* Collates and analyses data and reports on Programme KPI.
* Ensures that country directors, Ripple Effect SLT and board receive timely and accurate information on Ripple Effect reach and impact.
* Develops and manages Ripple Effect M+E plan.

**Country Support**

* Coordinates M+E support to country teams.
* Ensures that Ripple Effect teams and local partners have the M+E tools, processes, and systems to adequately and timely capture, analyse and report on Ripple Effect reach and impact.
* Ensures that country teams conduct appropriate baseline surveys and impact reporting.
* Directly supports up to two Ripple Effect countries.
* Develops M+E training materials.
* Works with Head of Thematic Support and Capacity Building to develop an M+E and Learning Community of Practice.
* Organises and facilitates M+E training.
* Develops community and group level M+E framework.

**Line management and M+E champions**

* Line management of the M&E Advisor
* Ensures M+E Advisor develops and follows through annual M+E plans and support visits.
* Leads in the identification of M+E champions at country level.
* Builds the technical capacities of M+E Advisor and M+E country champions.

**M+E Systems and framework**

* Responsible for improving Ripple Effect systems and processes for M+E (including Akva Flow) and project management (Sales Force).
* Ensures that Ripple Effect systems have most up to date information.
* Keeps up to date with new M+E systems and approaches and improves Ripple Effect as appropriate.

**Fundraising**

* Works with fundraising teams and Programme Executive to ensure Ripple Effect M+E is appropriate for and accessible to fundraising teams.

**Person Specification**

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| **Essential** | **Desirable** |
| * Masters’ degree in Social Sciences, Community Development or related field. | * Degree or certificate in Monitoring and Evaluation * Research methodology |
| **Experience**   * Strong experience in programme design monitoring and evaluation. * Experience in developing and reviewing M+E frameworks, M+E plans * Demonstrable experience in computerised data analysis and reporting * Demonstrable experience donor reporting (including for major donors such as DFID, USAID) * Strong experience producing M+E and impact data for decision-making, learning and constant improvement. * Experience managing staff * Strong community development experience * Demonstrable experience using computerised M+E systems. * Strong Project Management experience and * Very strong report writing and visualisation of data | * Experience in Project Management Systems |
| **Skills**   * Strong analytical skills and the ability to work with of different ranges of data * Strong quantitative and qualitative analysis * Monitoring and Evaluation skills * Advanced computer skills related to M+E * Ability to train staff on M&E, data collection and analysis, developing Learning Agendas. * Ability to work under pressure, manage multiple tasks simultaneously and meet deadlines; * Accuracy, attention to detail and client focused * ability to work collaboratively as part of a team * Ability to relate to and communicate effectively with diverse stakeholders; * Excellent verbal and written communication skills in English * Able to work independently |  |
| **Personal Attributes**   * Committed to Ripple Effect vision and mission * Empathy with Ripple Effect Christian roots * Values driven * Team player * High personal integrity * Commands respect of leaders * Diplomatic * Culturally sensitive |  |
| **Others**   * Willing to travel across Africa and Abroad up to 40%. |  |

**What will I be expected to achieve in my first 6 months?**

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| **Who will be my Line Manager** | Director of International Operations |
| **What team will I be part of?** | Programmes Team |
| **When will the interview take place?** | TBC |
| **When might I start?** | As soon as possible. |
| **Are there any other thing it would be good for me to know?** | Since its founding, Ripple Effect’s identity and ethos are rooted in the Christian faith. We make space for prayers and reflections, and sometimes make references to God or prayers in meetings. Any individual is welcome to apply whatever their personal beliefs, but we do expect employees to be sympathetic to this faith position.  Candidates will be expected to comply with Ripple Effect’s organisational policies such as the Safeguarding Policy. |