

JOB DESCRIPTION

Job Vacancy:	Monitoring, Evaluation, Research & Learning (MERL) Intern
Programme/Dept.:	Programmes
Reports to:	Monitoring, Evaluation, Research and Learning (MERL) Coordinator
Supervision:	None
Duty Station:	Nairobi, with occasional travel to the field

ABOUT TI-KENYA

Transparency International Kenya (TI-Kenya) is a not-for-profit organisation that exists to contribute to a transparent and corruption-free society. TI-Kenya is one of the autonomous chapters of the global Transparency International movement that is bound by a common vision of a corruption-free world. TI-Kenya has established Regional Offices in Kisumu, Eldoret, Mombasa and Nairobi to enhance its presence and impact in these regions. The Regional Offices incorporate Advocacy and Legal Advice Centres (ALACs) established in collaboration with partners as a strategic initiative aimed at empowering citizens to actively participate in the fight against corruption and demand for accountability.

JOB SUMMARY

The job holder is responsible for supporting the MERL Coordinator in executing all aspects of Planning Monitoring, Evaluation, Reporting, Learning and Adapting (MERLA) for TI-Kenya, including designing, and putting in place robust MERLA systems, tracking indicators for the TI-Kenya and implementing partners, data quality control, drafting required reports, and facilitating mechanisms for programmatic learning and adapting. In addition, the jobholder will support institutional Planning, Monitoring and Evaluation, Research and Learning processes.

DUTIES AND RESPONSIBILITIES

1. Monitoring, Evaluation and Research (MER)

Support the MERL Coordinator in:

- Development of results frameworks, monitoring and evaluation plans, and other MER products to ensure they are rigorous, and align with good practice.
- Capacity assessments and support strengthening existing monitoring and evaluation systems.
- Monitoring of program/ project activities progress towards achieving desired

outputs and outcomes.

- Oversight collection and analysis of data for tracking program and project performance indicators.
- Development and implementation of approaches to increase the use of research and evidence to strengthen the programmatic impact of activities.

2. Reporting and Learning

Support the MERL Coordinator in:

- Collation of project and program reports and consolidate for internal and external reporting.
- Monitoring compliance with program and institutional reporting requirements.
- Preparing timely and regular reports on M&E findings to programme staff and implementing partners.
- Generating quarterly monitoring and evaluation reports from various project/ programs for presentation to the management team.
- Guiding and planning regular dissemination activities of M&E findings with programme staff and stakeholders
- Facilitating access to M&E data to programme staff and relevant stakeholders.
- Supporting in the design and facilitation of MEL capacity-building workshops, coaching, and other capacity development opportunities.
- Ensuring integration of lessons learnt in program/ project implementation.

3. Planning

Support the MERL Coordinator in:

- Leading program /project planning processes including general oversight in program and project planning processes.
- Supporting institutional planning processes including strategic plan development, implementation, and review.
- Ensuring alignment of programs and projects to overall institutional strategic priorities, including alignment with donors/ partners requirements.

4. Quality Management

Support the MERL Coordinator in:

- Reviewing the quality of reports from programme staff, implementing partners and external service providers and providing recommendations for improvement.
- Spearheading the development and implementation of service delivery standards.

5. Resource Mobilization and Budget Management

Working with the MERL Coordinator:

- Support in contributing to the Resource mobilization fundraising initiatives ensuring all MERL related aspects are adequately addressed.
- Support the Resource Mobilization team in fundraising efforts while ensuring alignment to the operating environment, strategic plan and best practices.
- Provide budget oversight for the MERL oriented activities and projects in the organization.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Quality Assurance, Statistics, Project Management, Monitoring and Evaluation, Management, or relevant social science discipline. Certification in monitoring and evaluation, project management or relevant field will be an added advantage.
- At least 3-year relevant work experience in programming, monitoring and evaluation, research and quality assurance are desirable.
- Demonstrated experience in data collection, data analysis and synthesis and preparation of strategic information for decision makers.
- Demonstrated experience in writing reports and reviews and delivering presentations to program/ project stakeholders.

COMPETENCIES

- A person of high integrity that will model TI-Kenya's core values.
- A solid understanding of health advocacy context in Kenya
- Good understanding and commitment to TI-Kenya's mission, vision and objectives.
- Excellent written and verbal communication skills in English and Kiswahili.
- Ability to work independently and as a team.
- Strong analytical skills.
- Highly organized and detail oriented; able to prioritize and produce quality work consistently
- Leadership qualities, personnel, and team management.
- Customer service orientation.

How to Apply

Please submit your resume highlighting relevant skills and experience, along with a cover letter detailing why you are the best fit for this position here:

<https://docs.google.com/forms/d/e/1FAIpQLSfYQLwlOgrzSgNeiGZTvO5OWmcu4o7hgNwMocF945SZriboAA/viewform?usp=publish-editor>