

<b>Job Title:</b> Monitoring & Evaluation Officer –Twigire Mumikino Rwanda (Let’s Learn Through Play Rwanda) Early Childhood Care & Education Project	<b>Responsible to:</b> LEGO Project Implementation Lead
<b>Responsible for:</b> Volunteers	<b>Location &amp; Function:</b> Kigali Country Office, Rwanda (with frequent field travel)
<b>Job Purpose:</b> To provide technical support to the LEGO(Twigire mu mikino) project and oversee all MEAL activities, including support to project teams in defining indicators, developing data collection tools and methodologies and leading data assessments and project audits in line with donor (LEGO) expectations and VSO Volunteering for Development Approach	
<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Assist in the development and maintenance of project detailed MEL plans and frameworks.</li> <li>• Support the design of data collection tools for management and reporting of project data</li> <li>• Coordinate volunteers, partners and staff during data collection and ensure continuous capacity building.</li> <li>• Monitor project implementation together with volunteers, project staff and partners on a regular basis.</li> <li>• Conduct quantitative and qualitative data analysis and support project staff in reporting and updating project log frames as needed.</li> <li>• Work closely with the project team to ensure that Learning, Impact and Accountability are well integrated at each project stage and provide support and training in the use of associated tools in the lens of VSO Measuring Impact for Learning and Empowerment MILE.</li> <li>• Liaise with the Project’s Learning &amp; Design Partner for timely and effective learning and sharing.</li> <li>• Fulfill all responsibilities assigned by the Project Implementation Lead and other dotted Line Managers</li> </ul> <p><b>Learning</b></p> <ul style="list-style-type: none"> <li>• Assist in the development of the project learning plan and initiate learning exercises together with project volunteers and staff</li> <li>• Collaborate with the Project Communications Person in the documentation of the success stories and stories of change</li> </ul> <p><b>Impact</b></p> <ul style="list-style-type: none"> <li>• Develop and manage a dynamic project indicator tracking database allowing periodical trends analysis and geographical project performance comparability</li> </ul> <p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>• Work with the project team to establish an appropriate mechanism to capture concerns and feedback from primary actors and ensure their input feeds into a learning and continuous improvement process.</li> <li>• Manage and analyze accountability data from the field and share with the Project Implementation Lead.</li> <li>• Ensure project team actively includes primary actors, esp. children in all activities.</li> </ul>	<p><b>Essential:</b> Practical experience of developing and implementing effective Monitoring and Evaluation (M&amp;E) frameworks.</p> <p><b>Knowledge/qualifications:</b></p> <ul style="list-style-type: none"> <li>• University degree in Education, Statistics, Social Sciences, or related field.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 3-years’ experience and knowledge of MEL methods.</li> <li>• Strong computer proficiency, particularly Microsoft Excel, Word and PowerPoint, and ability to use analysis software packages like SPSS, STATA etc.</li> <li>• Adept at using mobile devices (tablets, GPS, KOBO,ODK, Social Collect etc) in data collection</li> </ul> <p><b>Skills/Abilities:</b></p> <ul style="list-style-type: none"> <li>• Strong interpersonal and organizational skills with an ability to work under pressure.</li> <li>• Proven analytical and problem-solving skills</li> <li>• Demonstrated understanding of development and emergency activities</li> <li>• Excellent verbal and written skills in Kinyarwanda and English. Knowledge of French is an asset.</li> </ul> <p><b>Desirable:</b></p> <p>Practical experience within a volunteering INGO context and managing a volunteer programme. Experience of working in a global organization with matrix or multiple reporting lines.</p>
<p><b><i>VSO has zero tolerance of abuse and exploitation of vulnerable people. We expect all our employees/volunteers to ensure we protect children, young people and vulnerable adults from harm and abide by our safeguarding policy</i></b></p>	