

JOB PROFILE

How to Apply for this Job



Tom Price/Tearfund

Background on Tearfund

Who we are: We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theory of Mission](#)

Our vision: To see people freed from poverty, living transformed lives and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8

Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact recruitment@tearfund.org.

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Job Profile

Job Title	Results, Impact and Quality Coordinator
Group	International
Team	East and Central Africa
Location	Kigali - Rwanda
Responsible to	Programmes Director

Part 1 – Job description

1. Main purpose of the job

Everything we do, we do it for the Glory of God; we want to see people freed from poverty, living transformed lives and reaching their God-given potential. We believe we are called to follow Jesus where the need is greatest, responding to crises and partnering with local churches to bring restoration to people living in poverty. As Christians, everything we do is ultimately about Christ. Our leaders and the teams they lead exist to achieve this purpose.

The Results, Impact and Quality Coordinator is responsible for establishing and coordinating processes, and initiatives that will ensure all projects are intentionally designed to achieve quality results and strategic outcomes of the country strategy. He/She will ensure the country program results framework is outcome and impact oriented and that the country team collectively and individually understand what success looks like. He/She is responsible for coordinating the Country Programme Team in monitoring, and evaluation of Country Programme activities by establishing and building staff/partner capacity for quality data management (Data collection, analysis, interpretation and reporting) measures, and comprehensive databases of country programme core activities. The Results, Impact and Quality Coordinator is responsible for tracking, assessing and analysing activities to provide real time information on country programme performance against Strategic Plan targets. He/She will ensure that critical design data is available to inform high quality, results oriented and impact focused design. He/She will lead and coordinate evidence based development approaches and provide critical data analysis to inform decision making for country programme leadership. He/She is responsible for ensuring all programmes, projects and initiatives and their activities meet the highest standards as per corporate and general industry standards.

2. Position in organisation

- Croner grade Grade 3
- Reports to the programmes Director, with a dotted line to the Country Director and works closely with programme managers and the Business Development Manager
- The Results, Impact and Quality Coordinator has dotted line responsibility over project M&E officers, information and communications officers when and where such role exists in the country programme structure

3. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your team.
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theory of mission.
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship.

4. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

5. Duties & Key Responsibilities

Project monitoring, evaluation and reporting

- Support and work alongside the Programmes Director Programme Managers, Chief of Party and The Business Development Managers to review, develop and operationalise all aspects of programmes and/or project results framework.
- Leads, and, coordinates programme managers, coordinators to develop and implement DMEAL and data management systems and tools coherent with the wider country programme Results Monitoring Framework.
- Functionally oversee activities of the project and Programme M&E Officers, Liaise with partner staff responsible for results and programme quality to ensure timely collection, management and analysis of high quality real time data to inform continuous learning and improvement.
- Undertake regular field visits to monitor, assess project and programme performance and collect real time data to support results management.
- Ensure the Country Programme and its various programmes and projects results frameworks are periodically updated and shared with project actors based on the project reports.
- Facilitate, and advise programme and project staff on collection and production of evidence based case studies, reports, updates and insights as well as impact stories and studies for donors and external communications channels. Occasionally provide surge support in preparation of reports, programme briefings, updates and ensure coherence of information intended for external audience
- Provide leadership and coordinate the design, implementation and dissemination of programme and project evaluations, learning and research.
- Support and advise staff and partners on needs assessments, /endline data collection and analysis, project routine monitoring and learning.
- Provide leadership to the country team and build country team and partner capacity to make sense of monitoring and evaluation data resulting in program adaptation and evidence based decision making.
- Lead the review of the country strategy and ensure strategy development/revision is data driven and outcomes focused.

Country Programme knowledge management and learning

- Record and follow-up learning from evaluations, studies and reviews.
- Establish mechanisms to promote cross learning between country teams and across other teams in the region.
- Support skills development in the use of technology, tools, approaches and innovations in managing data, communicating results and impact

Country Programme quality control and compliance

- Work Directly with the Compliance officer to ensure the country programme remains compliant at all times
- Assess the activities undertaken and ensure efficient and effective use of resources.
- Support the documentation and dissemination of lessons learnt.
- Ensure that all Country Programme information is recorded and organized in the most effective way including and not limited to archiving systems in accordance with Tearfund standard procedures.
- Ensure the country programme has an accessible repository for reports and that submitted meet quality, guidelines, standards, measurements and stakeholder requirements.
- Coordinate, Support and advise the country programme projects on beneficiary accountability mechanisms as well as follow up, review, period assessments and reports on beneficiary accountability to the Senior Management Team
- In coordination with HR and compliance, ensure the Tearfund Quality Standards are integrated and delivered on throughout the country programme

Project risk management

- Periodically review the risk register maintained by the HR and Compliance officer and advise the country director on reviews and/or updates .
- Ensure country programme data is translated into information that enhances the quality of strategy delivery and effectively contributes to relevant corporate priorities .
- Monitor external trends in relief and development development policies and models inform the country's programme strategic direction, choices and adaptability.

Part 2 – Person specification

Job title: Results, Impact and Quality Coordinator

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Degree or equivalent qualification in Mathematics, Statistics, Economics, Sociology of Development Studies , or other relevant course 	<ul style="list-style-type: none"> Advanced degree/studies in Data Analysis,, Development studies or Project monitoring & Evaluation An understanding of Christian relief and development issues
Experience	<ul style="list-style-type: none"> Experience in data analysis, information management, and other learning efforts 3 years' experience in providing coordination on any of the variants of results management approaches to organisations Experience in the monitoring and evaluation of economic empowerment, environment sustainability and sustainable livelihoods projects Proven ability to work cooperatively with internal and external stakeholders, and to play a leadership role in convening groups. Astute skills in relationship building and coordination. 	<ul style="list-style-type: none"> Experience and skills with empirical research approaches, data collection management and analysis Experience in Business analysis approaches, performance reporting including skills for visual-graphics report presentation
Skills/Abilities	<ul style="list-style-type: none"> Exceptional ability to analyse data and translate it into relevant information for project actors Excellent written and verbal communication skills in English, Excellent interpersonal skills including sensitivity in cross cultural communications. Ability to collate, analyse and report data in a clear and coherent manner Ability to organise and manage one's own work Ability to prioritise and work under pressure Ability to influence in a diplomatic manner Ability to work with children or vulnerable people in an appropriate and safe manner in accordance with the Tearfund Safeguarding policies. 	<ul style="list-style-type: none"> Strong IT skills Open to learn and use new applications effectively Excellent written and verbal communication skills in both English and French Business Communication Skills and infographics
Personal Qualities	<ul style="list-style-type: none"> Committed Christian, emotionally and spiritually mature. Strength of character that can persevere with initiatives and prove their appropriateness and potential despite pressure otherwise Team player – in the sense of being practical, desire to support the Tearfund 	

	<p>team and partner staff to do the right thing right.</p> <ul style="list-style-type: none"> ● Able to enable people to solve their problems for themselves and belief in the innate capacity of all people to be able to do this ● Able to continually understand the role they need to play to enable the system they work in and on to function effectively and efficiently to release people from poverty ● Understanding and sensitivity to cross-cultural issues in Rwanda ● Committed to enabling people living in poverty transform their lives with their own resources ● Flexible and adaptable to ever changing environments ● Ability to remain calm under pressure ● Diplomatic and determined ● An understanding of and a commitment to Tearfund's Mission, Values and Beliefs Statement. 	
<p>OTHER COMMENTS:</p> <ul style="list-style-type: none"> ● All roles require a Police check ● Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure 		