

Call for Monitoring and Evaluation and Learning (MEL) and Communications Lead



Chemonics International Inc.

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Deadline: 28.08.2020 23:59:59 The deadline for applications has expired
Salary: According to the interview results
Location: Osh
Type of involvement: full time

Information

Common information

Chemonics International, a US-based international development consulting firm, is recruiting for a MEL and Communications Lead for the recently awarded USAID-funded Kyrgyz Republic Agro Trade Activity. The five-year project will support job creation, strengthen value chains, and improve the business enabling environment through interventions that boost productivity, upgrade processing, build international business-to-business linkages, facilitate access to finance, and support private sector-informed policy reform. The three main objectives of the activity are:

(Objective 1) Economic Value Added Through More Inclusive (Particularly Women) Jobs and Sales for Southern Kyrgyz Agribusiness and Farmers

(Objective 2) Increased Cross-Border and Regional Trade Links Between the Kyrgyz Republic and the Fergana Valley

(Objective 3) Improve Enabling Environment for Increased Kyrgyz Republic-Uzbekistan Market Integration

Qualification requirements

Qualifications

- Bachelor's Degree in relevant field such as international development, natural or social science research
- 3+ years of experience with monitoring and evaluation functions
- Relevant experience in the project's technical area preferred
- Strong analytical skills
- Proficiency in English and Kyrgyz language. Uzbek language skills an advantage. Must have strong writing and communication skills in English
- Computer skills in Word, Excel, and other programs required; familiarity with relational databases preferred
- Experience with mobile data collection (i.e. tablet or phone based applications) preferred
- Ability to meet tight deadlines and prioritize effectively
- Ability to convey results to non-technical stakeholders, and to generate interest in the use of MEL results and help staff to make programmatic improvements desired
- Exposure to USAID's managing for results approach desired

Duties

The MEL and Communications Lead is responsible for continuously updating and overseeing implementation of the Activity Monitoring, Evaluation, and Learning plan and designing and populating the project's MEL system. S/he will work with technical staff to develop and oversee tools for data collection, storage, and analysis. S/he will train staff and partners on MEL system operations, collection methods, and tools, including, as applicable, the DevResults software. S/he will perform data analyses, generate reports of findings, and create graphics to contribute to reporting requirements and project communications

products. S/he will also plan for and supervise intermittent performance evaluations, collect and disseminate lessons learned, and share successes during project implementation. In conjunction with project leadership, s/he will lead the development of a learning plan to support the project team in learning from its data.

Specific tasks and responsibilities

An initial set of tasks involve setting up the MEL system

- Lead the development of the Activity MEL plan, ensuring that it aligns with contract requirements and client objectives, including defining indicators and drafting indicator reference sheets
- Support the field team in refining and finalizing the Activity's results framework, theory of change, and development hypothesis during work planning sessions
- Ensure the chief of party and project staff in the both the Kyrgyz and US offices are fully aware of the MEL activities and the use of information for learning purposes
- Ensure that all Activity staff understands and execute their roles and responsibilities in the collection of data for the monitoring and evaluation system
- Develop budget estimates for MEL tasks
- Ensure that all Memorandums of Understanding (MOUs), services agreements, or other contractual arrangements with partners stipulate their responsibilities for data collection and monitoring
- Develop data collection tools necessary for capturing and reporting on project indicator data
- Maintain project data in Chemonics' Monitoring and Evaluation Software (DevResults)
- Identify and recommend the integration of technology into MEL tasks

Implement the project's approved MEL plan

- Draft and review terms of reference, as necessary, for survey and evaluation firms, and participate in selection of subcontractors for MEL tasks
- Organize and oversee the collection of baseline data and the setting of targets
- Organize the collection of data in accordance with the MEL plan
- Train project staff on general MEL concepts and terms, data collection, and reporting procedures
- Perform data quality and integrity assessments, including periodically conducting field visits and spot checks to verify data and investigate any data anomalies
- Identify and track reliable secondary (external) sources of data
- Identify necessary information required for the learning plan and work with management to address
- Conduct periodic training for project staff, stakeholders, and/or partners. Share information to help them monitor the progress of their work and use the data for strategic decision-making
- Review MEL system periodically to evaluate its effectiveness, and adjust tools and procedures as necessary to provide the project with accurate and useful data
- Contribute to the development of annual work plans and review the relevance of the MEL plan against these work plans

Communicate MEL information

- Compile and analyze relevant data on project indicators for contractual reports
- Provide as-requested MEL data to the client in a timely manner
- Regularly communicate progress against targets to project staff
- Ensure that staff are considering and applying data to maximize learning from data and using data in making decisions
- Collect and disseminate lessons learned and best practices to internal (home office) and external stakeholders, as appropriate

Conditions

Application Instructions: Please submit a CV to kyrgyzagrorecruit@chemonics.com with area of expertise listed in the subject line **by Friday, August 28, 2020**. Note, this position is based in Osh.

No telephone inquiries, please. Finalists will be contacted for interviews.

About company

From our founding in 1975, we have worked in more than 150 countries to help our clients, partners and beneficiaries take on the world's toughest challenges. We combine broad regional experience with technical depth and unparalleled management skill. Our practices range from agriculture and private sector development to health and education and cut across our regional business units. Our management systems allow us to document, measure and apply both recent innovations and proven best practices across multiple regions and sectors. Our global network of more than 4,000 specialists share an unwavering resolve to work better, driven by a conviction that the world must be better. We're one of the world's leading partners in international development, because where Chemonics works, development works. You can learn more about Chemonics and the work we do at www.chemonics.com.