



ADVERTISEMENT FOR THE POSITION OF MEAL ASSISTANT

JOB TITLE:	MEAL ASSISTANT - GROW ENRICH PROJECT
STATION:	ADS NORTH RIFT – ELGEYO MARAKWET COUNTY
TERM:	2 Years
RELEASE DATE:	05/11/2024

ADS North Rift Region

Anglican Development Services (ADS) North Rift Region is the development arm of the Anglican Church of Kenya, Dioceses of Eldoret, Kitale and Kapsabet and the Lodwar Missionary Area. Its programmes cover the six counties of the North Rift namely; Nandi, Uasin Gishu, Elgeyo-Marakwet, Trans Nzoia, West Pokot and Turkana with a mission to Build partnership with communities and enabling them to exercise their God-given potentials.

ADS-NRR is seeking to recruit a qualified and experienced Kenyan National for the following position MEAL Assistant **“Grow Enrich Project”** The position is based in Elgeyo Marakwet County, and reports to the Monitoring and Evaluation Officer based in Eldoret.

Main Responsibilities

- Support in development of monitoring and evaluation systems and processes for the implementation of GROW-ENRICH Project.
- Building capacity of project staff and other relevant stakeholders on implementation of project MEAL actions.

Monitoring and Reporting:

- Keep track of project activity implementation and progress against output indicators.
- Regularly collect the relevant data as indicated by Project MEAL plans to measure progress against indicators, expanding contextual knowledge of the organization and promote programmatic learning.
- Conduct internal data quality assessments to ensure that all reported observations and indicators are supported by verified data sources, including activity-level monitoring forms and participant lists.
- Maintain an updated Indicator Performance Tracker (IPT) for GROW-ENRICH project including maintenance of an agile and accessible secure physical and digital filing system and project database.
- Support the M&E Officer in the design and delivery of research initiatives and assignments related to the project.
- Provide feedback to the M&E Officer on project strategies and activities to include suggesting strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate bottlenecks.
- Conduct data review meetings to reflect on the program progress performance on quarterly basis.
- Work with the M&E Officer in capacity building of the program staff on data management and report writing.
- Conduct spot-checks to confirm reported activities, reported datasets as a means of program implementation quality assurance.
- Conduct field monitoring visits to monitor Grow -Enrich project activities / interventions against Quality Benchmarks/Quality Checklists and produce & share weekly reports to the M&E Officer who will share with

program team based on quality and accountability findings and incorporate inputs from program team in an agreed action plan.

- Ensure implementation of Project MEAL plans with consultation with M&E Officer and Grow Enrich project officer.
- With the help of M&E Officer, provide monthly reporting tools to Program Teams who will send back the filled MEAL deliverable reports to MEAL through the Output tracker (OT) and Indicator Performance Tracking Table (IPTT).
- Support M&E Officer in validating and determining data collected by program team against the performance indicators and targets on periodic basis.
- Help M&E Officer in validating data and information reported in the indicator tracking table and narrative reports to ensure accuracy.
- Monitor implementation of Detailed Implementation Plans (DIPs) by program teams and provide updates on progress with support of M&E Officer.
- Carry out follow-up monitoring visits to materialize actions agreed in the action plan and maintain ' Monitoring-Action Plan Tracker' at field level.

Evaluation of Project:

- Conduct periodic project assessment, post distribution monitoring and data collection as per MEAL framework.
- Using quantitative and qualitative methods generate datasets, assessments, and report analysis to support project staff in generating high quality reports for various audiences.

Accountability and Complaints Handling System:

- Ensure that a functional complaint & feedback system is in place in collaboration with M&E Officer & Project Officer.
- Assist in mainstreaming accountability in all activities and responsible for the operations of reporting and complaints mechanism as well as receiving regular feedback from key stakeholders.
- Help M&E Project in facilitating focus groups discussions and other qualitative and quantitative data collection exercises
- Support M&E Officer, Grow-Enrich project officer and field staff to ensure that project activities are carried out with participation from all affected communities and that information is shared with affected communities.

Innovation/Learning:

- Assist the M&E Officer and Grow-Enrich Project Officer to develop quality reports and findings.
- Generate key learnings from reports/evaluations
- Support learning events
- Participate in the Review meetings and Close-out meetings in order to highlight cross-project components aimed at replicating good practices and strengthening synergies between projects or programmes.
- Regularly present key MEAL findings to the M&E Officer and Grow-Enrich project officer for further development.
- Support the programme's aim for further strengthened integrated programming and actively propose ways of achieving this using MEAL findings.
- Perform other duties as directed by the M&E Officer
- Lead in field testing and piloting of tools and provide feedback and inputs to the M&E Officer after the piloting phase.

QUALIFICATIONS & ESSENTIAL SKILLS REQUIREMENT:

- **Minimum qualification:** Bachelor's degree in Statistics, Social Sciences, Development Studies, Project Management and any other related field.
- A minimum of two years professional experience in monitoring and evaluation, preferably with Non-Governmental Organization (NGOs).
- Certification in Monitoring and Evaluation will be an added advantage.
- Hands on experience in the design of data collection tools, data collection, analysis, Quality assurance and visualization.
- Adept in the use of key Digital Data Collection software such as Kobo Collect, ODK, Comcare, Google Forms etc.
- Strong skills in qualitative and quantitative data analysis and visualization using software tools: MS-Excel, SPSS, and other data management software.
- Experience working with food security and nutrition projects.
- Excellent written and oral communications skills with proven experience in writing reports.
- Able to function competently and productively with minimum or no supervision.
- Demonstrated competency in various computer applications, especially MS Word, Excel, Access

APPLICATION PROCEDURE

Suitable qualified and experienced individuals should submit applications enclosing a detailed curriculum Vitae (CV) copy of relevant academic and professional certificates/testimonials, recommendation letter from local pastor, copy of driving license and a copy of National Identity Card.

The CV must at the minimum provide details of the applicant's email address, day-time mobile telephone number, details of current employer, names and contacts of three (3) referees familiar with the applicant's professional background and experience.

Applications, addressed to the Human Resource Manager, may be **HAND-DELIVERED** to ADSNRR Headquarters offices in Eldoret, Kapsabet-Kisumu Road, Pioneer Estate, 200 meters from CITAM Church **OR SEND TO** ADS North Rift Region, P.O Box 6495-30100 **ELDORET**.

COMPLIANCE REQUIREMENT

In accordance with The Employment (Amendment) Act, 2022, ADSNRR will require candidates it wishes to enter into written contract of service with to comply with Chapter Six of the Constitution by submitting mandatory compliance and clearance from the relevant entities.

For more details about the organization visit our website: www.adsnorthrift.org

The deadline for application is **5:00pm** of **20/11/2024**