



Job Description: Monitoring, Evaluation, Reporting & Learning Specialist

Reports to: Senior Manager in the Executive Office
Also reports to the PPES -Deputy Chief Of Party

Location: Johannesburg

Contract type: Fixed Term Contract

Working on the supply and demand side of democracy, Democracy Works Foundation (DWF) is an African, nonpartisan and non-profit company that operates in Angola, Botswana, Lesotho, Malawi, Namibia, Eswatini, South Africa and Zambia. DWF opened its doors in 2014 in South Africa in response to the weakening of public institutions, corruption and declining citizen participation. It is an initiative committed to promoting and building resilient democracy on the continent and supporting inclusive development and regional cooperation.

DWF will implement a five-year, seven country programme (covering Angola, Botswana, Eswatini, Lesotho, Malawi, Namibia and South Africa) whose overall goal is to support a trend toward representative multiparty systems with political parties that are responsive to citizens while providing targeted assistance to promote electoral integrity. Consistent with this overall goal, the purpose of the programme is therefore to promote representative multiparty systems with democratic and responsive political parties and electoral integrity.

The programme identifies five outcomes:

- 1) Political parties develop responsive and evidence-based policy making skills and practices;*
- 2) Political parties develop more inclusive party structures and increase responsiveness to citizens and party members;*
- 3) Political parties support and implement practices that promote electoral integrity and democratic electoral reforms;*
- 4) Political parties and other relevant stakeholders have comparative knowledge, experiences and best practices on democratic governance and electoral integrity; and*
- 5) Transparency, inclusiveness and competitiveness of electoral processes in selected countries in the region enhanced.*

Position Summary

The MERL Specialist will be responsible for designing and implementing the monitoring, evaluation, reporting and learning approach and framework for the Political Parties & Elections Support (PPES) programme, DWF projects and the organisation at large. The position will lead on the MERL strategic and programmatic components and guide the organization in this respect.

Specific to the PPES, the position will gather and synthesize project monitoring data to support and lead in the drafting of Activity Monitoring & Evaluation Plan (AMEP), specific annual, quarterly and adhoc reports as may be required in collaboration the Regional Programme Coordinator.

This is a fixed term contract until the end of the project and is based on the availability of funds.

Areas of Responsibilities <i>(may include but not limited to)</i>	
MERL System Design	<ul style="list-style-type: none"> • Design and develop the monitoring, evaluation, learning, reporting, and research approach, framework and plan for the organisation and its programmes/projects including the PPES., This includes leading the development of the programme's, projects and an organisation wide theory of change, supporting and guiding the development of M&E plans for the programme and the various projects. • In close collaboration with the respective Programme/ Project Teams, selecting and defining indicators, setting targets for all indicators, planning data collection activities, and analyzing data to measure the results of the programmes/projects project and achievement of strategic objectives of relevant donors. • Develop the MERL systems, tools and templates, in line with organisational as well as donor requirements, the needs of individual projects and the overall needs of the organisation. • Elaborate, pilot and validate quantitative and qualitative monitoring tools as well as design the corresponding data collection procedures. • Lead efforts in reviewing existing evaluation approaches and promote more rigorous and impact-oriented evaluation design. • Contribute regular reflective articles to be published on DWF website and other social media platforms. • Work with the Communications Team to ensure impacts and results are communicated timeously, innovatively in an understandable manner. • Input on funding proposals to inform/design project-based monitoring and evaluation frameworks and ensure alignment with organisation level MERL strategy and impact monitoring activities
Monitoring Implementation	<ul style="list-style-type: none"> • Work with management and project staff to ensure that project learnings are applied, and project activities are adapted, as needed, to enable innovative and effective programming. • Develop high-quality quantitative and qualitative methods and participatory methodologies to control the quality of the programmes in terms of performance and results; design appropriate feedback mechanisms to assess whether the approaches implemented by the project are effective.

	<ul style="list-style-type: none"> • Provide ongoing supervision and technical assistance to partners, as needed, in the implementation of the monitoring and evaluation system, ensuring that the data and analyses are of high quality. • Conduct regular visits to field sites to provide assistance and ensure proper monitoring of project activities. • Supervise and coordinate application of monitoring tools to track program performance in line with the Theory of Change and the M&E Plan. • Manage and conduct qualitative monitoring among program beneficiaries and other stakeholders, such as surveys, focus group discussions, interviews and case studies • Establish an inquisitive learning culture within DWF through leading the capacity building efforts in MEL.
<p style="text-align: center;">Impact Evaluation</p>	<ul style="list-style-type: none"> • Lead the process of designing, piloting and validating quantitative and qualitative evaluation tools. • Oversee and supervise the coordination of survey administration and implementation towards measuring both projects and organizational impact. • Design data analysis in line with the projects and organizational Theory of Change and conduct impact analysis on overall programmes outcomes. • Elaborate and design Impact Reports based on impact evaluation results according to donor and DWF needs.
<p style="text-align: center;">Research, Learning & Reporting</p>	<ul style="list-style-type: none"> • Working in collaboration with the PPES' Regional Programme Coordinator, gather and synthesize PPES' monitoring data and lead in the drafting of the respective Activity Monitoring and Evaluation's annual, quarterly and adhoc reports as per the donor contractual requirements may be required in collaboration the Regional Programme Coordinator • Conducting research deemed necessary towards informing and guiding the programme and the organization. • Developing a framework, processes and guidelines for reporting and ensuring timely reporting and consolidation of the various required reports • Developing a framework to ensure learning at programme, projects and organizational levels • Ensuring the uptake of learning outputs and outcomes towards enriching the programme, projects and the organization. • Informing the development and dissemination of organizational knowledge products
<p style="text-align: center;">Finance, HR and Administration</p>	<ul style="list-style-type: none"> • Keep up to date records in soft copy using SharePoint • Compliance with all finance, human resources and administrative policies and procedures. • Participate as and when required in performance management reviews. • Travels regularly to project countries.

Person Specification

Qualifications

- Masters in international development, programme management, evaluation studies, public policy, or related field required.

Experience, knowledge and key skills

- At least 6 years of experience related to monitoring, evaluating, learning, and reporting on international programmes, including demonstrated experience in developing and implementing monitoring, evaluation, and learning plans and/or researching protocol on international programs.
- Knowledge of research, evaluation and learning methods, including qualitative, quantitative, mixed-methods, and impact data collection and analysis.
- Knowledge of USAID rules, regulations, policies, and procedures.
- Experience with indicator selection, target setting, reporting, database management, and developing MERL and performance monitoring plans.
- Ability to set up a solid monitoring system to assess the fidelity of the implementation and the effectiveness of the programme and use this data for adaptive project management.
- Familiarity with innovative MERL methods that can be effective in remote areas with little resources.
- Experience providing mentorship and support to MERL field staff and implementation partners.
- Experience designing and implementing surveys and other data collection tools.
- Strong written and verbal communication skills in English required.
- Strong training and facilitation skills.
- Proficient computer literacy, specifically Excel and Word and in the development of MIS software using database software / or Statistical Software (SPSS, STATA, and/or others)
- Excellent analytical skills with the ability to identify key points from complex material or information.
- Advanced skills in data analysis presentation and report writing
- Good organisation and planning skills
- Good project management skills
- Good people skills and experience working cross-culturally.
- Good problem-solving skills.
- Self-motivated, flexible and proactive.

Other skills and behaviours

- High levels of Analysis, creativity, and innovative problem solving
- Sensitivity towards gender, sexual, ethnic/race, cultural identities.
- Ability to involve other people, harness and build on their ideas.
- Strong interpersonal skills, coupled with ability to influence, advise and train others.
- Self-motivated person able to work with little supervision
- Demonstrate commitment to teamwork with a high degree of integrity, dependability and confidentiality.
- An understanding of and affinity with DWF's vision, mission and values.

Preferred candidate must be a South African citizen or have permanent residency. Must be in possession of a driver's license valid for Southern Africa.