

# Terms of Reference

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## Opportunity

**Job Title:** Monitoring, evaluation and learning Specialist

**Duty Station:** Nairobi, Kenya

**Type:** Fixed-Term (12 months with possible extension)

**Application deadline:** Friday 22<sup>nd</sup> February 23:30hrs (EAT)



## Background

The Somalia Stability Fund (SSF) is a multi-donor fund working towards a peaceful, secure, and stable Somalia. It offers Somali stakeholders a source of multi-year funding that can respond to local needs and opportunities. The Stability Fund aims to contribute to enhancing stability in Somalia through the following programmatic outputs:

1. Fault-lines for political conflict (FGS-FMS, inter & intra state) are identified and appropriately addressed;
2. Enhanced popular participation in governance, particularly for women and excluded communities;
3. Increased government visibility and community engagement;
4. Reduced community vulnerability to conflict.

## Purpose

SSF requires a monitoring, evaluation and learning (MEL) specialist who will lead on quality assuring SSF investment logical framework approach (LFA) documents; oversee the completion of SSF investment baselines, midlines and end-lines; and support in the reporting of SSF results and key learning to donors and other external stakeholders.

## Key Tasks and Responsibilities

- Lead the review and finalisation of SSF investment logframes, other LFA toolkit documents (including any market or needs assessments) and investee reporting. Ensure supporting documentation for all indicators are uploaded on the SSF II knowledge management platform
- Work closely with Investees and support IMs in ensuring compliance with SSF II M&E requirements and that LFA documents and investment activities are updated based on findings from monitoring and evaluation activities.
- Support the KMCU team in commissioning, managing and reviewing SSF investment baselines, midlines and end-lines
- Ensure Data Quality Assurance (DQA) of all M&E output and outcome results reported to DFID;
- Generate data reports, maps and presentations to assist SSF leadership team in decision making and to present to SSF's donors and government stakeholders.
- Contribute to SSF reporting
- Lead on the review and delivery of quantitative data on the SSF investment portfolio
- Maintain primary point of contact for all SSF LAMPs verification
- Regularly update the SSF learning log
- Provide capacity building support on M&E to SSF staff
- Support with the finalisation of the SSF II knowledge management platform. Design and oversee a dashboard to track SSF indicators, be accountable for ensuring all compliance documents are regularly updated on the knowledge management platform and suggest enhancements to the system to improve functionality and use;
- Play a lead role in organizing learning events including investee workshops and thematic learning events
- Deliver on any other tasks assigned by the KMEL or Team Leader.

## Reporting

The monitoring, evaluation and learning specialist report to the SSF Knowledge Management and Communications Lead.

## Qualifications and Experience

- Minimum 5 years' experience working in monitoring, evaluation and learning for development projects; with a strong understanding of M&E principles and processes and experience of using a logical framework approach,
- Experience in commissioning, managing and reviewing evaluation research for development projects
- Experience of working with or providing support to partners and/or project staff in monitoring and evaluation
- Degree in a relevant field including social sciences, statistics;
- Demonstrated experience with Data Quality Assurance of M&E output and outcome results;
- Experience consolidating information and preparing reports for donor organisations;
- Experience in Somalia required;
- Knowledge and prior experience working on governance, stabilization or peacebuilding programs preferred;
- Fluency in Somali highly desirable but not required.

If you meet the above criteria please send a covering letter and your CV (maximum of 3 pages total) to [recruit@stabilityfund.so](mailto:recruit@stabilityfund.so) referencing 'monitoring, evaluation and learning specialist-Nairobi' in the title of your email.

*Due to the large volume of applications we receive only shortlisted applicants will be contacted.*

*Canvassing will lead to disqualification.*