



Agriculture Improvement Support Services

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Rodi Kopany, Kenya

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## **Background**

Agriculture Improvement Support Services (AGRISS) is a Kenyan NGO based in Rodi Kopany, Homa Bay County. AGRISS's vision is built on an equitable and well-being society which we endeavor to contribute to by strengthening the economic, health, social, and environmental well-being of communities. Our mission is also geared towards nurturing the welfare of vulnerable smallholder farming communities.

AGRISS, alongside three western Kenya-based NGOs, is currently implementing a project dubbed *Decentralisation and Climate Change in the Lake Victoria Basin* focuses on strengthening the climate resilience for smallholder farmers as a strategy to alleviate poverty in rural communities of the Lake Victoria Basin. The programme works with community-based organizations and civil society organizations who are active within the natural resource management sector, paying particular attention to agriculture and food security, on their right to participate in local planning processes within subnational decentralization processes. In this regard, AGRISS is seeking to fill the following vacant positions: Monitoring Evaluation and Learning Coordinator (MEAL) and Programme Assistant with interested, qualified, experienced and motivated persons.

## **Monitoring Evaluation and Learning Coordinator**

Reports to: DaCCA Programme Steering Committee Chair (PSC)

Position type: Fixed Term

### **JOB SUMMARY:**

Reporting to the Programme Steering Committee Chair, the MEAL Coordinator is responsible for the day-to-day tracking and reporting of activities under DaCCA Programme Phase III. The role includes rolling out standardized data collection tools and database systems; monthly data collection; verification of results reported; analysis and presentation of findings and project progress; set up of project accountability and learning mechanisms; and documentation of feedback and response from and to implementing partners and programme beneficiaries; Providing support to the partners organisations to ensure that standardized methodologies including data collection are applied consistently; Reviewing and compiling working groups reports and data and consolidate the consortium annual/quarterly narrative reports and present these to the Consortium Steering Committee and guides and participates in the data collection at field level in accordance with an agreed MEL plan. The MEAL Coordinator will ensure that systems are in place to measure the

project's impact and progress and that data is readily available to be used as a foundation for programmatic adjustments and evidence-based decision-making. The MEAL officer will ensure that the capacity of the project team is enhanced, beneficiaries and other stakeholders have the opportunity to give and receive feedback, and documentation of project learning is consistent with the programme learning agenda.

### **SPECIFIC RESPONSIBILITIES:**

- Ensure accurate data collection, data entry, data cleaning & maintaining the programme filing system
- Ensure DaCCA Phase III MEAL systems comply with procedures, standards, and strategic initiatives, as well as core team standards
- Ensure roll out of standardized forms and tools to collect relevant disaggregated data on project monitoring indicators, effects, and impacts using Simple Measurement of Indicators for Learning and Evidence-based Reporting (SMILER).
- Systematically collect, validate, and analyze data and ensure that it is accurate and of the highest quality by conducting regular data quality assessments and verifications.
- Work closely with DaCCA implementing staff to produce high-quality data and progress reports as per the reporting intervals (monthly, quarterly, semi-annually, annually)
- Support other key DaCCA implementing staff to design and implement project assessments including, gender analysis, stakeholder analysis, hotspots mapping and other data regular and adhoc data collection and analysis activities.
- Ensure that all project monitoring arrangements comply with the Programme and donor agreements and ensure that agreements are concretely operationalized.
- Work with DaCCA implementing staff to identify community-defined indicators that will show success in the eyes of the Programme beneficiaries
- Work with DaCCA implementing staff to set up feedback and response mechanisms that will allow the programme to receive and respond to feedback from the beneficiaries
- Coordinate documentation of lessons learned, best practices, program data, evaluations, and other information to generate donor communication pieces, success stories, case studies, and other high-quality, results-based documentation at local implementation level
- Facilitate the use of Programme data by Programme staff, and other stakeholders to inform decision-making and to identify lessons learned and promising practices.
- Participate in regular site monitoring and support supervision

### **MEAL COMPETENCIES**

- Design: Familiarity with related MEAL system tools and components
- Familiarity with MEAL of climate resilience and advocacy interventions
- Monitoring: Ability to implement monitoring activities including timely collection of quality data, facilitation of participatory reflection of monitoring data and submission of timely progress reports.
- Evaluation: Ability to support project evaluations and reviews and to facilitate the use of evaluation results to inform decision making and enhance learning.
- Accountability: Ability to ensure accountability to stakeholders through increased participation, transparent communication, responsive feedback mechanisms, and adherence to internal and external quality standards and requirements.

- Learning: Ability to establish knowledge management and collaborative learning processes at the implementation level, generate evidence for programmatic learning that leads to action, decision making and influence.
- Analysis and Critical thinking: Ability to engage with data, challenge biases and assumptions, pose thoughtful questions, pursue deeper understanding of evidence through reflection and perspective taking, and make informed programming decisions.
- ICT4MEAL: Ability to apply knowledge on ICT for opportune and accurate data collection, database management, conduct analysis and make information easily accessible.
- Report writing and documentation: Has demonstrated ability in documentation and consolidation of reports
- Ethical conduct: Adheres to ethical standards in data collection and reporting. Maintaining confidentiality, respecting the rights of participants, and ensuring the integrity of data

## **REQUIRED QUALIFICATIONS AND EXPERIENCE:**

### ***Education***

- Bachelor's degree in related fields with least 3 years' experience or
- Diploma in Project Management with at least 3 years relevant experience in a M&E position

### ***Knowledge***

- Relevant professional experience in Programme/project-level MEAL, including development/review of data collection tools, reporting forms, and project database management skills
- Familiarity with principles and current approaches to programme/project monitoring, evaluation, accountability and learning
- Excellent analytic and computer skills; skilled in MS Office Suite including Word, Excel, PowerPoint and Access
- Experience in using data analysis software, preferably SPSS
- Skills in developing project M&E databases

### ***Skills and Abilities***

- Excellent oral and written communication skills
- Strong interpersonal skills as well as good judgment and vision
- Excellent organizational skills, team work and ability to prioritize tasks in a timely manner
- Sound coordination skills and a demonstrated ability to multi-task
- Demonstrates diplomacy, flexibility, and resourcefulness
- Strong critical thinking and creative problem-solving skills
- Excellent computer skills (Microsoft Office).

## **PROGRAMME ASSISTANT**

Reports to: DaCCA Programme Steering Committee Chair (PSC)  
Position type: Fixed Term

### **JOB SUMMARY:**

Alternative summary: The Programme Assistant will provide essential support to the program management team in planning and implementing of the DACCA Programme's secretariat activities. This role involves administrative, logistical, and communication tasks to ensure the smooth functioning of the programme.

### **SPECIFIC RESPONSIBILITIES:**

- Supports the Chair in the planning of the work and the meetings of the Steering Committee in accordance with the rules of procedure and the annual working cycle e.g., through writing and sending out meeting reports and notices.
- Participates in the Steering Committee meetings as a rapporteur.
- Provides logistical support to the Steering Committee and SE in planning meetings, workshops, field visits
- Maintains the joint online workspace.
- Manages procurement in compliance with the Procedures and Financial Manual
- Support with the preparation of programme plans.
- Management of the secretariat office.
- Manages internal and external communication as directed by the chair.
- Preparation and follow-up of meetings and presentations.
- General secretariat tasks.
- Follow up on progress of action items and other tasks and reporting to the chair
- Creating timelines, milestones, deliverables to contribute to effective programme planning
- Supporting team members in completing their tasks to ensure they meet milestones
- Updating and organizing programme files, such as meeting minutes and progress reports
- Scheduling meetings, conference calls, and project-related events with team members
- Assisting in the preparation of the programme presentations and reports for PSC
- Facilitating communication among team members and liaising with the PSC chair
- Writing and distributing program-related messages, such as memos and status reports
- Draft, edit, and proofread program-related correspondence, reports, and other written materials.
- Support MEAL officer in report writing

### **REQUIREMENTS OF THE ROLE**

- A Bachelor's degree or Diploma degree in Business administration, social sciences or project management
- Knowledge of various project management software programs and other digital tools
- Familiarity with Microsoft office programs, such as word, spreadsheet, and presentation software

- Similar experience from any civil society organization set up
- General administration skills, such as filing, invoicing, data entry
- Strong organizational skills and time-management skills.
- Excellent written and verbal communication skills and ability to proofread documents before submission
- Ability to adapt to changing requirements and respond to challenges
- Knowledge of and familiarity with climate change adaptation and civil society engagement

**DISCLAIMER:**

This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

**How to Apply**

If you are interested in any of the above positions and meet the qualifications, kindly email ONLY your (i) application letter, (ii) CV and (iii) a cover letter to agrissngo@gmail.com CC to dan.nyambok@gmail.com with the position you are applying for as the subject, on or before 19<sup>th</sup> January 2024. Also include your salary expectations in your cover letter.