



OXFORD HR | CANDIDATE PACK

Monitoring, Evaluation, Research and Learning (MERL) Officer

JULY 2024

About Akili Dada

Akili Dada is an award-winning leadership incubator anchored on the belief that girls and young women CAN, DO and WILL LEAD. Our mission is to nurture transformational feminist leadership in girls and young women from underserved backgrounds to meet the urgent need for more African women in leadership.

We journey alongside adolescent girls and young women, supporting them in creating and implementing solutions to their communities' challenges. We build their capacity to lead, applying a holistic approach that encompasses financial investment, intergenerational mentorship, movement building, and advocacy through education and leadership.

After 18 years of engaging and collaborating with girls and women, our philosophy is embedded in Igniting inherent power and amplifying voices and perspectives while nurturing Legacies of influence that can be sustained and replicated worldwide. Through W.A.U (Washa – Ignite. Angaza – Amplify. Legacy – Urithi), we conduct rigorous research and development to inform our programmatic pillars.

Akili Dada's Values

A perfect metaphor for Akili Dada's core values is STILE.

- **Sisterhood:** We firmly believe in the power of uniting women across generations, professions, geography, and social and economic circumstances. By building a sisterhood that transcends boundaries.
- **Transformation:** Our proudest moments come from witnessing the remarkable transformation of our dadas, as they blossom into confident leaders who bring about meaningful change in their communities.
- **Integrity:** We hold ourselves to the highest standard of integrity within our organization, knowing that it is through our unwavering commitment to ethical practices that we can inspire the same level of integrity in those we serve.
- **Leadership:** We celebrate and nurture the qualities of courage and independent thinking, recognizing their indispensable role in shaping exceptional leaders.
- **Excellence:** Our relentless pursuit of excellence permeates every facet of our work. We take immense pride in our work, always striving to emerge as women of excellence who set the bar high and inspire others to do the same.



The Role

Role:	Monitoring, Evaluation, Research and Learning (MERL) Officer
Reporting to:	Executive Director
Location:	Nairobi, Kenya
Contract:	2 year fixed-term contract renewable based on performance and funding

About the role

As the Monitoring, Evaluation, Research, and Learning (MERL) Officer at Akili Dada, your main responsibilities will include overseeing the regular assessment of programs, conducting studies to improve these programs, and using the findings to make informed decisions and promote organizational learning. You will be in charge of monitoring and evaluating Akili Dada's programs, conducting research to support program development, and fostering a culture of learning within the organization.

It will be your role to integrate all MERL activities into every aspect of Akili Dada's work, collaborating with relevant teams to ensure accurate tracking, reporting, and dissemination of the impact of the organization's work. Your efforts will have a significant impact on the organization's strategic planning and decision-making processes. planning and decision-making processes.

Roles & Responsibilities

- Spearhead the creation and development of a MERL department in alignment with Akili Dada's 2024-2028 strategic plan. This will involve addressing both institutional needs and programmatic efforts, ensuring the department supports the organization's long-term goals and operational demands.
- Conduct a thorough assessment of the current MERL system to identify areas for improvement. Implement necessary enhancements to ensure the system meets the evolving needs of the organization, providing robust support for data management and program evaluation.
- Champion the use of Salesforce as the central database solution for the organization. This will include ensuring that all data management processes are streamlined, effective, and aligned with best practices.
- Work closely with various teams within the organization to document and amplify the impact of Akili Dada's work. This will involve gathering and organizing evidence, creating compelling narratives, and leveraging data to highlight the organization's achievements.
- Collect and organize evidence from both internal and external sources to support a data-driven, evidence-based approach and use this information to develop compelling investment cases that attract and engage potential donors and stakeholders.
- Act as the primary administrator for the MERL system, providing technical training and support to staff, ensuring that all users are proficient in using the system and adhering to best practices for data entry and management.
- Manage the entire data lifecycle, from collection and collation to storage, analysis, and reporting. Ensure that all data is of high quality, audit-ready, and accessible for reporting and decision-making purposes.
- Develop and maintain a comprehensive MERL framework and Monitoring, Evaluation, and Learning (MEL) plans in line with AD policy and guidelines. This will include regularly reviewing and updating these plans to ensure they remain relevant and effective.
- Provide ongoing training to staff and partners in monitoring and evaluation procedures, data collection tools, best data management practices, and the use of the M&E System (Salesforce). Ensure that all stakeholders are equipped with the knowledge and skills needed to effectively contribute to the MERL process.
- Perform regular data quality assessments to identify and address any issues related to data accuracy, completeness, and reliability. Implement improvements to enhance data quality and program accountability.



Roles & Responsibilities

- Ensure that the institutional Monitoring and Evaluation (M&E) System is continuously updated and maintained, including keeping accurate, timely electronic files that are easily accessible and retrievable.
- Oversee the analysis of data and the writing and review of results and learning sections of program reports. Ensure that all reports comply with internal data quality requirements and are submitted promptly.
- Assist the program team in routinely reviewing and interpreting data for learning and adaptation and share findings in a meaningful way that supports continuous improvement and informed decision-making.
- Integrate MERL components into concept notes, proposals, and reports to support resource mobilization efforts. Ensure that all submissions are data-driven and evidence-based, enhancing their credibility and impact.
- Ensure that all program data, documentation, and records are archived in accordance with donor and AD policy. This includes maintaining organized and accessible records that support transparency and accountability.
- Undertake additional tasks and responsibilities as assigned by the organization. This may include special projects, ad hoc assignments, and other duties that support the overall mission and objectives of Akili Dada.





Qualifications

- Bachelor's degree in social science, International Development, Public Health, Evaluation, Statistics, or Economics.
- Minimum of three years of progressively responsible experience in designing, managing, and implementing results-based MERL activities, including results framework design, MEL planning and system development, work plan and indicator formulation, and program monitoring for large donor-funded organizations.

Skills & Abilities

- Experience in management of online M&E Systems i.e. required knowledge of CRM Software particularly Salesforce is an added advantage;
- Relevant technical skills to analyse quantitative and qualitative data,
- Exceptional organizational skills,
- Excellent oral and written communication skills in English and Kiswahili.
- Strong commitment to using data and learning to enhance program performance.
- Experience conducting project, program, or institutional evaluation.
- Ability to perform under pressure and meet tight deadlines.
- Excellent facilitation, presentation, and training skills.
- Great interpersonal skills, enthusiastic, and energetic disposition.
- Extensive knowledge and experience in reporting procedures, best practices, guidelines, and tools for monitoring, evaluation, and learning, including impact evaluation.
- Demonstrated supervisory skills and ability to work with a team.
- Proficient in Microsoft Office programs such as Excel, Word, PowerPoint, and ability to use various commercially available statistical analysis software programs is an added advantage.

Key performance Indicators

- Monitoring and evaluation systems designed (customized) and operationalized.
- The quality and timeliness of data collected and reported.
- The number of staff and partners trained in monitoring and evaluation procedures.
- The rate of compliance with internal data quality requirements and submission deadlines.
- The impact of data and learning on program performance.
- The number of successful resource mobilisation efforts that integrate MERL components.
- The efficiency and effectiveness of data analysis, writing, and review of results and learning sections of program reports.
- The frequency and effectiveness of routine data quality assessments.
- The number of completed concept notes and proposals with integrated MERL components.
- The adherence to reporting procedures, best practices, guidelines, and tools for monitoring, evaluation, and learning.



How to Apply

Please apply for this role through Oxford HR website, attaching your CV and Statement explaining why you are interested in this post and how your skills and experience make you suitable.

Timeline:

Closing Date:

16th August 2024

Interviews:

On a rolling basis

Selection process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality Statement

Equality and diversity are at the core of Oxford HR values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at careers@akilidada.org in the first instance.





About Oxford HR

Exceptional leaders can inspire change and propel purpose-led organisations towards reaching their world changing goals. Finding such leaders can be a challenge; and yet their transition into leadership is vital to an organisations mission and success.

Oxford HR is a global leadership consultancy dedicated to searching for and supporting remarkable leaders and teams in purpose-led organisations. We understand the nuances of purpose-led leadership because we've worked in organisations across the breadth of the sector ourselves. We've also worked with such organisations since 1995; so we appreciate just what benefits impactful people can bring.



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