

Monitoring and Evaluation Intern, Kenya Country Office at World Food Programme (WFP)

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Company: JobWebKenya

Location: Kenya

Category: life-physical-and-social-science

Job Description

The World Food Programme is the food assistance branch of the United Nations and the world's largest humanitarian organization addressing hunger and promoting food security.

JOB PURPOSE

WFP Kenya Country Strategic Plan (CSP) - will go live in July . The CSP contains 4 outcomes and 9 activities. Each of the activities has several outputs. The CSP results frameworks provides details of the indicators that will be used to measure performance for each of the activities. The CSP results framework will be complemented by activity specific indicators that the M&E team in consultation with the activity and outcome managers will develop. In the CSP, WFP Kenya commits to developing baselines for each of the CSP outcomes, monitor and measure progress in achieving the set outcomes through process/activity monitoring, assess performance through outcome monitoring, reviews and evaluations.

The primary purpose of the position is to support M&E field processes for all the outcomes, reviewing all field monitoring reports to ensure all M&E related issues are followed up and addressed, reviewing M&E data and reports for timeliness, completeness and quality highlighting gaps and or areas that need strengthening, developing and updating frameworks for documenting progress in implementation of M&E recommendations, keeping an online updated system of all sites, samples, indicators, their progress and technical support to field offices in M&E data collection activities.

KEY ACCOUNTABILITIES (not all-inclusive)

Under the leadership of Head of Field office and M&E assistant (UNV)

Support process monitoring for all the CSP outcomes.

Support review of all field monitoring reports for timeliness, completeness and quality highlighting gaps and or areas that need strengthening.

Lead remote monitoring, working closely with beneficiary services unit and the senior M&E associate and UNV M&E assistant.

Review field monitoring narratives and data submitted by field office to ensure consistency.

Develop and Keep an updated system of results for all indicators monitored, tracking progress in achievement of the targets.

Develop and keep an updated system for M&E monitoring requirements for field offices.

Develop a system with all project sites, Update monitored sites for each activity against sampled sites working closely with the senior M&E associate to ensure sampling is representative and field offices are in progress of achieving their set monitoring targets, reporting and implementation of recommendation.

Collate M&E related issues raised through weekly field office reports, follow up and or escalate as required.

Support in developing and updating Kenya CSP M&E guidelines.

Support in writing and disseminating monthly and quarterly M&E reports and developing action sheets with key findings.

Support in updating COMET implementation.

Support Outcome, reviews and evaluation processes.

Support other M&E activities including but not limited to field and outcome teams technical support, trainings, CP reviews etc.

Perform other related duties as required.

KEY COMPETENCIES

Capability Name Description of the behaviour expected for the proficiency level

Programme Lifecycle & Food Assistance Can facilitate implementation of food assistance programmes under guidance using basic understanding of principles and good practices of programme design, implementation and monitoring.

Transfer Modalities (Food, Cash, Vouchers) Demonstrates ability to facilitate, under guidance, food assistance programme implementation that deploys full range of transfer modalities with an understanding of basic principles guiding modality selection and implementation.

Knowledge of Specialized Areas Understands basic technical concepts and data and their relevance to food assistance programmes.

Emergency Programming Displays capacity to provide inputs into the development, implementation and realignment of high quality emergency programmes.

Strategic Policy Engagement w/Govt Understands and applies basic principles of engagement with government counterparts at the national or local level.

REQUIREMENTS

STANDARD MINIMUM QUALIFICATIONS

Successful completion of secondary school education. A degree/diploma (Completed or ongoing) in Social Sciences, M&E, Project Management, community development, Development Studies or statistics is desirable.

Strong attention to detail and accuracy is essential.

Ability to write correctly in English and to communicate matters orally and in writing.

Should be able to maintain accurate/precise records, to perform detailed work and to handle a large volume of work quickly and accurately under time constraints.

Should be able to work independently with minimum of supervision.

Courtesy, tact and the ability to work effectively with people of different national and cultural backgrounds.

Fluency in written and spoken English and Kiswahili.

KNOWLEDGE AND SKILLS

Collaborative spirit able to liaise with a wide range of people at all levels and across different cultures and to act with credibility and diplomacy.

Capacity to work within procedural and process specifications.

Strong organizational skills.

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