



JOB ADVERTISEMENT

POSITION OF MONITORING AND EVALUATION OFFICER (Position 1)

Job Ref No. "REF No: KALRO/6/153A/1/20"

The Kenya Agricultural and Livestock Research Organization (KALRO) is the premier research organization, charged with the main mandate of promoting, streamlining, coordinating and regulating research in crops, livestock, genetic resources and biotechnology in Kenya. It is also mandated to expedite equitable access to research information, resources and technology and to promote application of the research findings and technology in the field of agriculture. In the execution of this mandate, KALRO is supported by a network of its 16 research institutes and over 30 centers spread across country. KALRO works directly with farmers, livestock keepers, the private sector, development partners and other stakeholders involved in the agricultural research and development space.

KALRO has received funding grant from the European Union to implement the Climate Smart Agricultural Productivity Project (CS APP), a five-year project under the AgriFI Development Programme. This action seeks to support KALRO's research on climate smart agricultural technologies and promote adoption of these technologies by adopting a Public-Private Partnership approach. The primary beneficiaries of this project are an estimated 500,000 small-holder farmers, pastoralists and their groups that are occasional market players with potential to become full players in specific value chains. The project is implemented nationally.

The CS APP will support implementation of activities and will target at achieving the following *sub-results areas*:

Result area 1. (a): Research in new drought resistant and more yielding climate smart technologies.

This will address specific productivity constraints facing farmers and whose solution will unlock farmer integration in commodity markets.

Result area 1. (b): Disseminate existing market-linked technologies research for application.

This will cover upscaling of new and existing technologies through public-private partnerships approach via competitive sub-grants. The key focus will be increased adoption of technologies thus enabling farmers to take full advantage and integration into commodity value chains markets.

The Management of KALRO wishes to advertise and competitively fill the position **of Monitoring and Evaluation (M&E) Officer for the CS APP** under the project Climate Smart Agricultural Productivity Project (CS APP) domiciled at KALRO headquarters, Nairobi Kenya (but will travel to the counties for training and follow-ups regularly). The purpose of this position is to oversee project monitoring, evaluation and reporting and work under the National Project Coordinator and with the project team. Specifically, duties and responsibilities will be to:-

- i) Design and execute project monitoring, evaluation and reporting systems and tools
- ii) Lead the planning and implementation of all project M&E activities
- iii) Support evidence based decision making
- iv) Financial management

i) Design Programme monitoring, evaluation and reporting systems and tools (20%)

Working with the Coordinator and M&E team

- a) Design and implement Monitoring and Evaluation system in line with project logframe
- b) Design data collection tools to verify indicators identified in the project plan
- c) Develop and implement a plan for including project partners in the monitoring and evaluation of all CS APP activities
- d) Ensure CS APP reporting is reflected in country-wide systems and processes and that accurate output data is shared with the project team
- e) Develop and implement a Performance Monitoring Plan for the CS APP and regularly identify planning and M&E Information requirements for the project
- f) Ensure the CS APP has M&E Standard Operating Procedures and guidelines being followed during implementation

ii) Planning and implementation of all project M&E activities (45%)

Working with the project team,

- a) Monitor all project activities, expenditures and progress towards achieving the project output
- b) Recommend further improvement of the logical frame work
- c) Plan and conduct a baseline and end-line survey for the CS APP
- d) Design and lead training and other capacity building initiatives on monitoring and reporting systems for the project staff and partners
- e) Support the project teams to record and analyze project data
- f) Monitor surveys and ensure missing data is followed up on
- g) Conducting an analysis of CS APP data on a quarterly basis and make recommendations to improve the project based on this data
- h) Work with the Project Coordinator to develop interim and final progress reports
- i) Work with the project implementing teams to collate case studies for the CS APP program
- j) Conduct M&E field visits
- k) Coordinate the submission of data from the field on a monthly basis

iii) Support evidence based decision making (20%)

- a) Analyze monitoring and reporting data and communicate timely to staff so that results of analysis inform project decision making
- b) Conduct quarterly project performance reviews with project staff and other stakeholders and monitor implementation of actions
- c) Prepare periodic project reports such as key performance indicator reports, donor quarterly reports, bi-annual and annual reporting requirements
- d) Support the National project Coordinator in preparing data for internal and external reports as required

iv) Any other duties assigned by the National Project Coordinator

Job Specifications

For appointment to these position, a candidate must have:-

- i) Master's Degree in relevant field of study (Agricultural sciences, Agricultural economics, Agricultural extension, Sociology and rural development, M and E) or equivalent work experience.

- ii) 5 years' experience in the development sector including specific monitoring and evaluation experience (M&E Systems and tools design and implementation, data collection, entry, cleaning, analysis, reporting).
- iii) Experience with EU funded projects in a GOK national research Institution would be an added advantage.
- iv) Training in M and E will be an added advantage.
- v) Experience in training others in monitoring and evaluation
- vi) Excellent IT, written and verbal communication skills
- vii) Fluency in written and spoken English with exceptional written and verbal communication skills
- viii) A good understanding of contemporary development issues particularly those related to agricultural research and development and livelihoods
- ix) Excellent organizational skills and understanding of monitoring and evaluation practices
- x) A strong personal commitment to the values, aims and methods of the CS APP

Desirable skills and attributes

- i) Experience in using Epi Info, Epi data and SPSS software or any other statistical software packages for design, data entry and analysis
- ii) Demonstrated experience in managing monitoring data and systems
- iii) Knowledge of relevant national and international strategies and frameworks in the areas of agriculture research and development, farmer empowerment, technology transfer, gender issues, youth empowerment, job creation, and poverty issues.
- iv) Experience with externally funded development programmes would be desirable, preferably with experience in market-oriented projects
- v) Ability to meet strict deadlines
- vi) Individual must be results orientated, highly self-motivated and have demonstrated analytical skills and be able to work to meet strict deadlines. The successful candidate will thrive in a multi-cultural environment as part of a rapidly growing and developing organization and be personally committed to KALRO's vision and mission.
- vii) A strong personal commitment to the objectives, aims and methods of the CS APP.
- viii) Self-supervised individual.

Terms of Service and Remuneration

The successful candidate will serve on a one year contract, renewable, subject to satisfactory performance, delivery of set performance targets, outcomes and availability of funding. The

salary and other benefits attached to this position will be negotiated in accordance with the CS APP approved budget.

Mode of Application

Interested applicants should send applications with cover letter, copy of detailed curriculum vitae, indicating how the applicant's profiles and experiences match those specified above. This should include names and addresses (including telephone, fax and email) of three referees who are knowledgeable about the candidates' professional qualifications and work experience, photocopies of their National Identity Card/Passport, relevant academic and professional certificates, testimonials and other relevant supporting documents to The Director General, Kenya Agricultural & Livestock Research Organization, Kaptagat Road, P.O Box 57811- 00200, NAIROBI so as reach him on or before **15th March 2019 at 5.00pm**. All applications should be clearly marked the **"REF No: KALRO/6/153A/1/20"** on the envelope. Canvassing in any form will lead to automatic disqualification.

Kenya Agricultural & Livestock Research Organization (KALRO) is an equal opportunity Employer and selects candidates on merit through fair and open competition from the widest range of eligible candidates.