



MONITORING AND EVALUATION OFFICER

About Katiba Institute

Katiba Institute (KI) is a research and litigation organization established in 2011 to support the implementation of Kenya's 2010 Constitution and generally to assist in developing a culture of constitutionalism in Kenya. It undertakes constitutional research, comments on policy and laws from a constitutional perspective, and publishes books and other material on the Constitution. Much of its work is going to court to enforce rights under the Constitution and ensure the proper performance of constitutional duties and responsibilities. KI also fosters constitutionalism in the East African region by promoting the exchange of academic discourse on constitutional issues and working with like-minded organizations to secure greater freedoms in the East African Region.

KI is registered as a company limited by guarantee. It is headed by an Executive Director and has a distinguished Board. It operates under three departments: Public Interest Litigation (PIL) Unit; Research and Publication with Civic Education and Capacity Building; and Finance and Operations with institutional strengthening. Staff in the various departments do not work in silos but operate in a consultative and cooperative manner. KI also provides internship opportunities for students to develop their skills through working on various projects under the supervision of staff members.

About the Position

The Monitoring and Evaluation Officer will work under the supervision of the Programme Manager in the Research and Publication with Civic Education and Capacity Building program. The critical objective is to contribute to the realization of the program's and the Institution's vision. The Monitoring and Evaluation Officer must commit to KI values and policies.

Duties and Responsibilities:

Monitoring and Evaluation (M&E)

- Develop and implement an annual M&E plan for KI programs, and support project teams to develop annual M&E plans for their area of operations. Ensure M&E plans are updated and followed.
- Support the design of a framework for annual reviews, impact assessments, processes, operations monitoring, and lessons learned.
- Review the quality, reliability, and relevance of data collected to ascertain our programs' outcome, impact, and sustainability.

- Facilitate access to M&E data for the relevant stakeholders, including regularly sharing M&E findings.
- Develop shared tools and methods to improve data collection and support teams to use these tools on all project activity levels.
- Provide research, planning, and evaluation guidance and tools for implementing new research initiatives.
- Support external program assessments and evaluations by developing/reviewing TORs for evaluations and baselines, recruiting and managing consultants, reviewing or designing data-gathering tools and processes, and reviewing final reports.

Program Quality Standards and Learning

- Participate in designing and developing new projects/program concepts and proposals that meet individual donor requirements.
- Ensure that program activities and results follow KI standards or other standards in project management.
- Participate in project kick-off meetings, review meetings, and close-out meetings to highlight components aimed at replicating good practices and strengthening synergies.
- In collaboration with the communication team, generate knowledge products such as publications and case studies and distribute them within and outside the organization.

Reporting

- Monitor the reporting schedule for the deadlines of the various reports to donors as agreed in the donor contracts and agreements. Ensure the deadlines are adhered to for onward submissions of reports.
- Review donor and internal reports and ensure the program teams have presented accurate data and information by verifying data collection sources, data collection methods, reliability/consistency of information, and probability of results being delivered.

Accountability

- Monitor assigned programmatic budgets to ensure prudent use of KI resources.

Capacity Building

- Support capacity building and sensitization efforts by the organization on areas relevant to your expertise.

Qualifications and experience:

- Undergraduate degree in social sciences, economics, statistics, or other related studies required.
- A Master's degree in a relevant area is an added advantage.

- At least three years of experience in monitoring and evaluation with an NGO. Experience in working with communities and civil society organizations in Kenya will be an added advantage.
- Experience developing and implementing M&E tools, procedures, and frameworks and supporting moderately complex projects, preferably with an NGO.
- Fluency in written and spoken English and Swahili is essential.

Knowledge, Skills, and Abilities:

- Demonstrated experience in providing leadership in designing, implementing, monitoring, and evaluating M&E structures.
- Strong knowledge of M&E methodology and approaches (including quantitative, qualitative, and participatory), quality assurance, logical framework approach, outcome mapping and harvesting approach and other strategic planning approaches.
- Demonstrated experience in qualitative and quantitative data collection, analysis and synthesis, and preparation of strategic information for decision-makers.
- Experience in research, writing, and speaking, preferably on constitutional, human rights, and rule-of-law issues.
- Demonstrated ability to design and maintain data collection tools on mobile platforms, such as Microsoft Project, ODK Collect, and KOBO Collect.
- Proven knowledge of computerized systems, a high degree of computer literacy, and word processing and spreadsheet/Excel skills.
- Experience with building staff capacity and convening and facilitating training and workshops.
- Conviction in and commitment to constitutionalism and principles of human rights.
- Flexible and adaptable to changing priorities and unpredictable stakeholder expectations.
- Ability to work under pressure and as part of a team.
- Ability to balance priorities and co-ordinate work effectively to meet deadlines and deal with heavy workloads; and
- Sound judgment and temperament to enable interaction with persons from all sectors of society.

Submission of application:

Please email a cover letter, curriculum vitae, and the names and contacts of three referees to careers@katibainstitute.org. Kindly indicate the position title in the subject line of your email. The application should reach us by 11 p.m. on **14 June 2024** at the latest.

Katiba Institute is an equal-opportunity employer. Only shortlisted candidates will be contacted.

Katiba Institute does not solicit fees for any job advertisement.