



MEAL MANAGER- JOB DESCRIPTION

INTRODUCTION

Habitat for Humanity Kenya (HFH Kenya) is a national non-profit organization that began its operations in 1982 as an affiliate of Habitat for Humanity International. The affiliation is guided by a National Affiliation Agreement (NAA) and a Memorandum of Understanding (MOU). HFH Kenya's vision is: "A nation where every family has a decent place to live." Mission: "Seeking to put God's love into action, Habitat for Humanity Kenya brings people together to build homes, communities and hope". Our overarching goal is: "Enabling low income families access decent and affordable shelter"

CONTRACT DURATION	2 YEARS
LOCATION	Nairobi
DIRECT SUPERVISEES	MEAL Officer
RELATIONSHIP WITH OTHER DEPARTMENTS	<ul style="list-style-type: none">• Subject Matter Specialists, Line Managers and Project Leads within the Programs Department• Functional Leads from other departments

Job Purpose

Reporting to the Programs Director, the MEAL Manager will ensure the quality and accountability of our work, bringing immediate and lasting changes in the lives of vulnerable people. This position will support the improvement of program and project efficiency and effectiveness, decision making and learning through MEAL. The MEAL Manager is responsible for supporting the program teams by developing and implementing Monitoring, Evaluation, Accountability and Learning Systems, ensuring compliance with the HFHK's Programs and MEAL Standards. S/He will provide technical support for all assessments, surveys and routine monitoring exercises and also oversee the organization's accountability and feedback mechanisms, ensuring sensitization of HFHK staff and communities on the organization's MEAL systems as well as timely follow-up on all feedback. The MEAL Manager will bring significant experience and fresh ideas to lead on MEAL system, implementation, review and evaluations, MEAL budgeting, recruitment, as well as log frame development.

KEY RESPONSIBILITIES

STRATEGY, PLANNING AND REPORTING

- Develop and implement strategies that measure program and project impact, identify areas of strength and opportunities for growth and promote best practices in MEAL.
- Adapt MEAL methodology, approaches and tools and provide support and guidance to area office and national organization staff to ensure their proper use.
- Collaborate with other departments and national organizations to ensure that MEAL is properly integrated into program and project design, implementation, reporting and learning.
- Participate in program/project design and proposal writing in the areas of theory of change and log frame design, MEAL plan and budget development.
- In collaboration with program/project teams ensure that MEAL is properly integrated into project management, reporting and learning.
- Provide overall technical support to project teams to set up MEAL processes. Lead MEAL roll out plan in assigned projects/programs.
- Track project data reporting; record, manage and preserve monitoring and evaluation data in a safe and accessible way.

- Develop data base for storage and tracking of all historical and current projects of HFHK
- Compile and provide required data for reporting to donors.
- Support HFHK in the use of Global Metrics Tools (GMT) and data reporting, review project data collection and reporting for data quality and make recommendations for improvement.
- Conduct regular project data aggregation and analysis, discuss findings and recommend improvements.
- Provide support to management for evidence-based programmatic decision making
- Ensure all projects reports meet MEAL standards and good practices of the organization and donors

MONITORING

- Advise and support program/project teams on quality information gathering and analysis to facilitate informed program and project design.
- Develop and oversee the implementation of data collection and monitoring tools, and supporting documentation.
- Monitor data collection to ensure data quality
- Provide support and undertake field visits to monitor project progress and delivery of results as per MEAL plans.
- Reinforce systems and tools for MEAL, developing new tools as necessary; ensure appropriate process, output, and outcome level monitoring is carried out across all program sectors using effective qualitative and quantitative methods

RESEARCH AND EVALUATION

- Provide research, analysis, planning and evaluation guidance and tools for the implementation of new and pilot shelter delivery programs;
- Support program teams and partners, in conducting feasibility studies, baseline data collection and research for new program development
- Lead or participate in program and project evaluations and impact studies and assist in the development of tools and methods for such evaluations and studies, in collaboration with other staff and stakeholders.
- Prepare terms of reference for all evaluators and coordinate with other key staff
- Supervise the development of data collection tools proposed for evaluations activities.
- Perform data analyses, using appropriate software as necessary, for project research and evaluations.
- Conduct pre and post-tests for all training activities and ascertain change in knowledge acquired
- Conduct end of training/workshop assessments to ensure areas of improvement are considered for future trainings/workshop

ACCOUNTABILITY

- Manage and scale-up the Community Based Complaints and Feedback Mechanism (CBFM)
- Support program/project teams to set up accountability mechanisms to beneficiaries and community members
- Monitor the responsive use of accountability mechanisms, data and responses

LEARNING AND CAPACITY BUILDING

- Facilitate documentation of project activities with clear articulation of lessons learned, good practices and case studies for each project for internal and external sharing
- Organize learning events and workshops for program teams to document lessons learned, good practices and areas of improvement
- Ensure that learnings and recommendations from all projects and evaluations are well documented and made available to relevant stakeholders within the organization
- Plan, and produce case stories in various forms for documenting best practices in all projects

- Identify capacity gaps and build the capacity of the program staff in the areas of MEAL

KEY PERFORMANCE MEASURES / INDICATORS

- MEAL Capacity Assessment gaps are addressed
- Data being produced as per the MEAL Plan
- Efficient Community Based Complaints and Feedback Mechanism
- Lessons are tracked to inform program planning
- Quarterly and Annual Reports are produced on time

QUALIFICATIONS

- Minimum of a Master's degree in Monitoring and Evaluation, Project Quality Management, Development Studies or a related field.
- Strong data analysis training including the ability to use computer statistical packages and relevant MEAL Software.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Knowledge of participatory research methods, participation action and learning
- In-depth knowledge and experience in different evaluation types, approaches and methodologies, standards and practices (preferably in relation to Human / Social Development or Housing and human settlement)
- Strong technical research competence and experience in quantitative and qualitative data collection methods, data analysis, synthesis and reporting.
- Understanding of contemporary trends and innovations in MEAL
- Proven ability to advise and lead the development and implementation of MEAL strategies, plans, and systems in complex development programs
- High degree of computer literacy, proficient user of MS office, familiarity with statistical packages and IT applications to support MEAL and information management
- Adult training and facilitation skills preferred
- Ability to work effectively within a multi-cultural team
- Strong analytical and critical thinking skills

EXPERIENCE

- At least 8 years of experience in a similar position, preferable with a development organization
- Experience in developing and implementing successful MEAL systems
- Demonstrated experience in applying qualitative/participatory research methods; linking planning to M&E, results-based approaches.
- Familiarity with cutting-edge M&E methods, designing results frameworks and evaluating development results, including experience in practical implementation of impact evaluations, experimental and quasi-experimental evaluations, particularly in adequate and affordable housing

OTHER INFORMATION

- Active support of HFHK Values:
 - Humility – We are part of something bigger than ourselves
 - Courage – We do what's right, even when it is difficult or unpopular
 - Accountability – We take personal responsibility for Habitat's mission
- Ability to work long and odd hours and occasionally, the position holder may be expected to work outside of regular working hours.
- Confidentiality
- Honesty
- High levels of integrity

Safeguarding: HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and

community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct

How to apply

If your background, experience and competence match the job specifications, please submit your CV & motivation letter as a single file to hr@hfhkenya.org by **Thursday 18 July 2024** with the position applied for in the subject line.

Due to the expected high volume of applications, note that only shortlisted candidates will be contacted.

Habitat for Humanity Kenya is an equal opportunity employer, and as such, HFHK makes employment decisions and provides equal employment opportunity without regard to an applicant's race, religion, color, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, or disability.

The protection of your personal data is important to HFHK. By submitting your application, you consent to HFHK using your personal data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your personal data will be treated confidentially. HFHK will not use your personal data in any other way other than for purposes of recruitment.

Report fraud at heal.habitat.org