



## **JOB ADVERT**

**POSITION: MONITORING, EVALUATION AND LEARNING (MEL) OFFICER**

**LOCATION: NAIROBI, KENYA**

**DURATION: NINE MONTHS**

### **Background**

The CAADP Non-State Actors Coalition (CNC) is a platform for African Non-State Actors engaged in agriculture, comprised of food producers, pastoralists and fisher folks' organizations, civil society, private sector, women, smallholders, youth, media, and academic organizations. Through this platform NSA coordinate their support for the Comprehensive Africa Agriculture Development Programme (CAADP) agenda. The CNC's objectives include:

1. To create awareness on sustained and improved CAADP implementation through effective participation of NSAs at all levels of CAADP implementation
2. To advocate for policy reform towards effective CAADP implementation in line with the 2014 CAADP Malabo Declaration
3. To strengthen systems and mechanisms of coordination for effective participation of NSAs in the CAADP implementation process

Since 2010 CNC has been operating as a loose network of NSA with the aim of contributing a unique NSA aspect to CAADP Implementation, until it was fully launched at the 12<sup>th</sup> CAADP Partnership Platform on 27<sup>th</sup> March 2015 by Her Excellency Rhoda Peace Tumusiime, Commissioner for Department of Rural Economy and Agriculture of the African Union. The CNC has since its launch in 2015 been able, with support from USAID Africa Lead/ US Government Feed the Future Program, and its members, to mobilize and build the capacity of NSAs, and develop institute coordination mechanism for NSAs actively engage in, and influence, numerous advocacy and policy events within the CAADP process.

The CNC is currently housed for an interim period within the Headquarters of the Agency for Cooperation and Research in Development (ACORD) in Nairobi, Kenya.

### **Job Purpose**

The Monitoring, Evaluation and Learning Specialist's role is to develop and operationalize systems required by the CNC to collect and analyse evidence of results related to its progressive institutional evolution, especially in relation to its impact in the CAADP implementation process. The MEL Specialist will promote a participatory approach to M&E, aimed at supporting the CNC Secretariat to concretely reflect on, and learn from, the outcomes of its activities in order to ensure that the CNC's work is grounded in the priorities of members and fit for local contexts. The MEL Specialist will support the CNC Secretariat in sustaining constant communication with country level CNC Platforms as well as in organizing the CNC national level engagement processes.

### **Job Description**

The primary duties of the CNC Monitoring Evaluation and Learning (MEL) Specialist are to:

- Contribute to developing and instituting a MEL system through which the CNC can clearly articulate its entry points in CAADP implementation at all levels and provide a clear, simple and effective process for monitoring and evaluating the outcomes of its engagement in the CAADP process;

- Monitoring and evaluation of national level NSA platforms implanted by the CNC in different countries, and synthesizing lessons learned from the progress of developments with the national platforms
- Communicate regularly with national platforms through all appropriate means including phone calls, emails, surveys, interviews, evaluations and occasional field visits to document the systematic progress of in-country activities and regular reporting on such to the CNC Coordinator
- Guiding CNC national platforms on methodologies to assist in the synthesis of lessons learned and the using of learnings to better engage their national governments on critical issues in CAADP implementation;
- Ensure effective record keeping, data gathering, information sharing and communication to support the documentation of lessons learned through guiding country teams and working groups on reporting as well as in connecting results and outcomes to the coalition's activities;
- Support the development and implementation of a unique CNC 'Planning, Monitoring and Evaluation Framework', that relies heavily on the synthesis of lessons learned as a critical factor in progressive organizational development and change, including through the design and useage of a CNC Knowledge Management Platform
- Undertake any other reasonable duties, that may be assigned by the CNC Coordinator

**Competencies and skills requirements:**

- A minimum qualification of Bachelor's degree in social sciences, agriculture, public policy, development studies or other related disciplines (A relevant Masters is an added advantage)
- At least 2 years of experience in the design/ development of MEL methods and approaches within an NSA set-up across Africa;
- Proven experience with the planning and implementation of MEL processes
- Excellent verbal and written communication skills (proven written, analytical, presentation and reporting skills and demonstrated computing skills)
- High standard of computer literacy, including proven experience in information analysis, data processing and reporting using computer applications
- Willingness to sustain regular interactions with coalition members located in the different African countries as well as coalition partners globally;
- A strong commitment to develop, promote, and practice CNC vision, mission, values, and strategy
- Preferably bilingual in English and French
- The Applicants should be legally resident in Kenya

**REMUNERATION: A competitive package will be offered commensurate with skills and experience**

Apply to:

**THE Coordinator, CAADP NSA Coalition  
C/O ACORD Nairobi, ACK Garden Annex,  
P. O. Box 61216, 00200, NAIROBI, KENYA  
Tel: +254 20 2721172, 2721185/86**

To apply, please forward you Curriculum Vitae and cover letter to [recruit@acordinternational.org](mailto:recruit@acordinternational.org) and CC [recruit@cnafrica.org](mailto:recruit@cnafrica.org) and with the Job Title in the Subject Box.

The CNC is an equal opportunity employer.

**Closing Date: 11<sup>th</sup> May 2017**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**