



The National Organization of Peer Educators (NOPE) is a registered Kenyan NGO that envisions a world with healthy communities and sustained social development. NOPE's mission is to empower communities and build the capacity of organizations to deliver quality health and social services. NOPE has been sub-granted by PATH Kenya as a Local Implementing Partner (LIP) to implement DREAMS interventions in the USAID funded Nuru Ya Mtoto project in Homa Bay County.

USAID Nuru Ya Mtoto project aims to increase the use of quality county-led, county-owned, and county-managed health and social services for orphans and vulnerable children (OVC) and adolescents, as well as reducing new HIV infections, reducing gender-based violence, and improving the health system response to post-gender-based violence care for adolescent girls and young women (AGYW) aged 10 to 24 years. The program will safeguard the rights and welfare of children and adolescents impacted by HIV/AIDS.

USAID Nuru Ya Mtoto project is being implemented at the county level, in the community and health facilities in the counties of Homa Bay, Kisii and Migori, in close collaboration with and in support of county health management teams and the Ministry of Health of Kenya.

Monitoring Evaluation & Learning (MEL) Officer (1) -Ref: - HR/2023/12- Homa- Bay County

JOB SUMMARY:

The M&E Officer is responsible for database management, data quality management, data aggregation, accurate and timely reporting, training staff and partners on data collection tools, oversight to data entry at partner's level, and ensuring proper implementation of M&E tools, policies, and procedures. S/he is also responsible for maintaining the projects databases, running regular reports, leading data quality field visits, and responding to queries for specific data and/or reports.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Monitoring:

- Implement the program M&E plan in coordination with the Program Officer (PO) to ensure program activities are tracked and reviewed.
- Monitor progress on indicators and targets and update Program Officer and Ward Coordinators on progress.
- Prepare progress reports on targets and achievements for the monthly, quarterly, and annual reports as well as for the Implementing Partners'
- Develop, train on, and monitor use of monitoring and evaluation tools to track program activities, outcomes and impact and ensure compliance
- Build M&E competencies of program staff and volunteers through training, technical assistance and mentoring to ensure accurate data collection, monitoring, data an
- Coordinate with the data clerks, Program Officer to enter/update achievements and targets on DATIM and other PEPFAR reporting requirements.
- Conduct quarterly Routine Data Quality Assurance (RDQA) within Nuru Ya Mtoto DREAMS Homa-bay program and provide feedback to
- Oversee the capture of enrolled AGYW in the DREAMS database tracker by providing technical guidance to AGYW data entrants.
- Compile finer-age-group dis aggregated data on HTS and PrEP for adolescent girls and young women.
- Monitor DREAMS progress to target by program area and ward for the County by routinely analyzing the data and providing feedback to the project staff and stakeholders.
- Promote data use at all levels of project and stakeholders.
- Mentor and train AGYW data entrants in entering data in the thirty-three wards.

Accountability:

- Ensuring that all project monitoring arrangements comply with the project and donor agreements and ensure that agreements are concretely operationalized.
- Working with other NOPE/NYM staff to identify community defined indicators that will show success in the

- eyes of the project beneficiaries.
- Working with other NOPE/NYM staff to set up feedback and response mechanisms that will allow the project to receive and respond to feedback from the project beneficiaries.
- Supporting NOPE/NYM technical staff to develop a learning agenda and design associated operations research.
- Supporting the documentation of lessons learned, best practices, program data, evaluations, and other information to generate donor communication pieces, success stories, case studies, and other high-quality, results-based documentation.
- Ensuring project lessons learned are captured and used in future similar projects.
- Facilitating the use of NYM project data by partners, staff, and other stakeholders to inform decision-making and to identify lessons learned and promising practices.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in biostatistics, epidemiology, public health, economics, or related field; a master's degree in M&E would be an added advantage.

KNOWLEDGE:

- Five years of relevant professional experience in project-level MEAL, including development of data flow maps, data collection tools, reporting forms, and project databases
- Experience in designing and implementation of mixed method evaluation plans.
- Thorough familiarity with principles and current approaches to project monitoring, evaluation, accountability, and learning
- Excellent analytic and computer skills; skilled in MS Office Suite including Word, Excel, Outlook, PowerPoint, and Access
- Experience in using data analysis software, preferably SPSS and STATA, Skills in developing project M&E databases desired.

SKILLS AND ABILITIES:

- Excellent oral and written communication skills, Strong people skills as well as good judgment and vision
- Excellent organizational skills, teamwork, and ability to prioritize tasks in a timely manner.
- Sound coordination skills and a demonstrated ability to multi-task, Demonstrates diplomacy, flexibility, and resourcefulness.
- Strong critical thinking and creative problem-solving skills demonstrated ability to work with and in teams.
- Excellent computer skills (Microsoft Office). Team player and results oriented individual.
- Ability to work in a rural and multi-cultural environment.

HOW TO APPLY:

Qualified and interested individuals are requested to send their applications with a detailed Resume and Cover Letter including the names and contacts of three referees. The applications should be sent via Email only to hr@nope.or.ke and copied to info@nope.or.ke; by quoting the position. Kindly indicate your expected salary in the Cover Letter.

Closing date: 22nd December at 5:00 pm. Only short-listed candidates will be contacted.