

JOB DESCRIPTION

JOB TITLE:	Monitoring, Evaluation, Accountability and Learning (MEAL) Officer
CONTRACT:	Full-time; one year with possibility of extension, depending on availability of funding and performance.
REPORTING TO:	Country Director, Kenya
LOCATION:	Nairobi, Kenya
SALARY:	KES 1,976,515 gross per annum

HelpAge and Strategy 2030 – delivering real impact for older people

HelpAge International works with partners and a diverse global network of more than 150 organizations across 85 countries, supporting millions of older people to live safe, dignified and healthy lives. Through our partnership and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone, whatever their age. Our work is driven by our desire to deliver real impact for older people, to be inclusive, to work in partnership and to learn from our shared experience.

Our 2030 strategy *Ageing in a Just World* sets out how we will work together to shape the future we all share. By working together, we aim to help inspire a movement for change and through ensuring all our work promotes older people's wellbeing, dignity and voice, we can transform the lives of older people now and in the future.

Since the launch of our strategy in January 2020, the world has changed in profound ways. We are still experiencing the impacts and consequences. Recognizing and anticipating these important and fundamental shifts, HelpAge International is evolving and transforming itself to be relevant, impactful and viable. As a result, we are reconfiguring our organizational design and resources in the following ways:

- Driven by our commitment to the localization agenda, we are evolving the way we partner and deliver value at country and local level. In the coming 2 years, we will localize our country offices and programmes, and develop new and diverse forms of partnerships globally.
- We seek to give primacy to local agents for change. To this end, we will replace all programmes delivered by HelpAge staff and resources on the ground with implementation by partners. This will apply across all our work - humanitarian and long-term development. Going forward, our value is framed around supporting, convening and thought leadership.
- A key way of creating value and bringing impact is collaborating across boundaries and by bringing different perspectives, skills and talent together. We will deliver our work through agile teams and a global operating model, with regional roots, to focus on impact and maintain the relationships at the national level to help build collaborations and support others to set their own agendas.

How you can make a difference

At HelpAge International, we offer a unique and exceptional career experience to bring positive and lasting change in the lives of older persons. As countries prepare for and adapt to population ageing, you can make a difference at a critical juncture to how societies, economies and institutions adapt to this change. Guided by our commitment to our values of impact, learning, partnership, and inclusion (see [values](#)), you will work with talent like yourself and partner with other agents for change to bring systemic change and impact at scale. By acting as a supporter, convener and thought leader, together, we can make an impact that matters for older persons and their communities. HelpAge International offers you an inclusive, collaborative workplace and innovative environment.

This is a critical time for HelpAge International as we seek to transform the ways the organization works and brings value. We are looking for exceptional individuals who will explore new opportunities to create value, to find new avenues, unique ways and novel partnership and collaborations to reach our shared goals. We are looking for talent which thrives in collaborating with others (inside HelpAge International and beyond) and who can work in agile ways and across boundaries. We are seeking individuals, with an entrepreneurial mindset, who can operate across diverse areas of our work, who can leverage both their unique expertise and deploy a wider range of experiences and competencies.

About HelpAge International-Kenya

Kenya, a country of approximately 50 million has more than 2.7 million older people. The Government of Kenya has instituted policies and programmes aimed at improving the wellbeing of older persons and has the potential to play an important role within Africa and international forums advocating for older persons rights. HelpAge International has operated in Kenya since 1980, working closely with various ministries of the Government of Kenya and other partners to develop relevant policy framework and programming for older persons.

Currently we have six global network members based in-country including one of the founding members of HelpAge International, namely, HelpAge Kenya (<https://www.helpage.org/who-we-are/about-the-global-network/helpage-global-network-members-in-africa/#Kenya>).

The country programme is implemented by partners and network members with some very specific components of the projects supported by HelpAge directly. The current partners include the University of Nairobi's Population Studies and Research Institute (PSRI), Kenya Aged Require Information, Knowledge and Advancement (KARIKA), Kibera Daycare Center (KDCCE) and Echimi Aito.

Four focus areas of the Kenya country programme are: 1) income security to increase access to pension; advocacy, governance and accountability and capacity strengthening; 2) healthy ageing to strengthen systems in areas of human resources for health capacity; policy, leadership, and governance; medical supplies, products and technologies; and health information systems including research and evidence, 3) violence, abuse and neglect (VAN) prevention and impact mitigation, and, 4) movement for change, local and global campaigning.

Projects in the country are implemented in collaboration with counterpart government ministries (Ministry of Labour and Social Protection and Ministry of Health, as well as Nairobi and Turkana County).

Overall purpose of the job

The MEAL Officer will work as part of the Kenya Country Program staff to support a culture and practice of reliable planning, monitoring, evaluation, accountability, Knowledge Management and reporting in Kenya office. This includes developing, updating and coordinating MEAL activities and events, capacity building of HelpAge staff, network members and partners in MEAL, promoting MEAL knowledge transfer internally and externally.

Specific job responsibilities

MEAL Tool Development and Data Management

- Develop and implement a robust monitoring and evaluation system that will ensure tracking of project/ programme results at different levels (outputs, outcomes, and impact).
- Develop/adopt an integrated database of all country projects/ programmes and ensure accountability through regular data updates, data integrity and working in collaboration with the data processors.
- Work with programme officers and managers to ensure the collection of relevant and appropriate data needed for an effective MEAL system which will be utilised in monitoring strengths, weaknesses and gaps in existing projects/ programmes and services and for reporting on donor commitments.
- Review existing data collection tools for the current country programmes and projects.

Monitoring and Reporting

- Maintain and update the overall indicator results frameworks for the country projects and programs.
- Develop Monitoring & Evaluation (M&E) plans for all projects and proposals and ensure the same is followed up during implementation.
- Ensure all grants have updated work-plan and performance management plan (PMP) in tandem with all approved proposals, regularly reviewing and updating as needed.
- Carry out regular data quality assessments/audits for MEAL data based on agreed indicators to guide decision making.
- Provide alert to the respective staff on corrective actions required to avoid delays in implementation, including flagging operational issues and risks requiring timely actions.
- Review monthly progress reports from network members/partners and ensure they have evidence to back-up and provide feedback to the respective staff.
- Collate/prepare country reports related to internal reporting such as the quarterly and annual reports.
- Ensure that cross-cutting issues such as participation, gender, age and disability are effectively addressed/ mainstreamed in all project/programme implementations as part of ensuring accountability according to HelpAge SADD (Sex, Age, Disability Disaggregated Data) framework.

Assessments, Surveys, research and Evaluation

- Adhere to accountability requirements by initiating baseline surveys for new projects/programmes and conducting relevant evaluations for ongoing projects to meet HelpAge standards.
- Ensure that HelpAge Kenya office learns from all final evaluations of completed projects for decision making and improvement of project designs.
- Lead and/or coordinate all country assessments, evaluations, research, and performance evaluation tasks including planning and reporting on the same.
- Assist in the development of Terms of Reference (TOR) for external surveys and consultant recruitment and selection.

- Coordinate the review all survey reports prepared to ensure quality and accurate reporting.

Learning, Accountability and Capacity Building

- Conduct country monitoring of all AFD/BHOPA II implementation monitoring that meet laid down standards on a regular basis.
- Provide relevant evidence for learning from projects.
- Share learning and provide constructive comments to colleagues in order to ensure programme quality.
- Ensure (SADD), Accountability and Gender standards are consistently adhered in programme delivery.
- Build capacity of staff through training to ensure adoption of new data monitoring tools and quality of data collected.
- Keep abreast of new approaches and tools on MEAL and provide training to HelpAge staff as requested. Enable staff to monitor and evaluate their own efforts, gather relevant data and produce required progress reports.

Safeguarding

HelpAge International is committed to safeguarding the communities with which we work, our partners, staff, and any others who we come into contact with.

Therefore, you will also be responsible for:

- Preventing harm and abuse from our people, operations, and programmes to anyone that encounters our work.
- Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism.
- Complying with all safeguarding framework policies and practices.
- Completing mandatory training courses relating to our safeguarding policy framework and complying with HR vetting procedures.

Our Values

At HelpAge International we work hard to achieve our goals together as a team with a clear shared purpose. Our values inform how we work together:

Inclusive	We respect people, value diversity and are committed to equality.
Impact	We value and recognise the contribution of our staff and network members, as we put older people at the centre of everything we do.
Partners	We work alongside network members and others to increase reach, influence and impact. We are committed to a culture of collaboration and building positive relationships.
Learning	We are passionate about learning, accountable and work together to find creative solutions.

Everyone who works at HelpAge shares our values and is committed to behaviours that demonstrate and support them.

Equal Opportunities

HelpAge International is committed to creating an inclusive working environment, promoting and providing equal opportunities and respecting diversity in employment. We welcome applications from all suitably qualified individuals regardless of their age, disability, sex, Marital status, pregnancy and maternity, race, religion or belief.

Person Specification

- Bachelor's Degree in Social Science, Public Policy, Statistics, Economics, Monitoring & Evaluation, Demography, Development Studies, life/health sciences or related field.
- Master's degree will be an added advantage
- Minimum of three (3) years' MEAL experience in population ageing, development, or humanitarian programmes
- Demonstrated experience in data processing and management of large-scale surveys.
- Demonstrated experience of statistical packages and/ or data analysis software (e.g. SPSS, SAS, Epi Info, Stata etc) and advanced computer skills (word-processing, spread sheets, and databases).
- Strong experience in conducting research studies including the entire evaluation cycle, from design and formulation to implementation, analysis and presentation of results and recommendations.
- Must be results-focused and able to work under pressure and tight deadlines.
- Excellent interpersonal skills and the ability to work well within a multi-cultural team environment.
- Strong analytical skills.
- Technical knowledge and experience in implementation of gender and disability sensitive approaches is a plus.
- Knowledge and experience in implementing of either health care or social protection programme is an added advantage.
- Current and ongoing right to live and work in Kenya

At HelpAge International, we believe in the importance of empowering our people to be change makers and leaders at all levels. We expect our people to embrace and live our values, challenging themselves every day to identify issues that are most important to older persons and their communities, and to make an impact that matters.

In addition, as an HelpAge employee you are expected to:

- Work collaboratively, building mutual trust and respect, with external organisations and partners to achieve our strategic aims and objectives; being accountable for the work you do together
- Adapt to new directions or opportunities arising within the organization and in your work area; being flexible in your role, constantly using the feedback to learn more and evolve further.
- Lead behavioural and cultural change through embracing a supportive, collaborative and highly inclusive environment where everybody feels supported, respected and engaged
- Extend HelpAge's reach and impact, by creating and identifying new business development opportunities and building relationships with new partners.
- Lead and promote a culture of including the voices of older people across our support, convening and thought leadership roles, in a way that is transformative, empowering and highly inclusive of those marginalized by gender, economic status, disability and other factors of discrimination.

End