

Knowledge Management, Monitoring and Evaluation Associate

IGAD FOOD SECURITY, NUTRITION AND RESILIENCE ANALYSIS HUB

Background

IGAD is one of the Regional Economic Communities (RECs) of the African Union. IGAD was initially created in 1986 as the Intergovernmental Authority on Drought and Development (IGADD) to coordinate the efforts of the Member States in combating desertification and promoting efforts to mitigate the effects of drought. Whereas IGAD Climate Prediction and Applications Centre (ICPAC) is a Specialised Institution of IGAD with the mission fostering climate services and knowledge to enhance community resilience for prosperity in the Greater Horn of Africa.

A new entity called IGAD Food Security, Nutrition and Resilience Analysis Hub (IFRAH) was initiated in June 2018 under a directive from IGAD Executive Secretary. IFRAH integrates some of the existing food security and resilience units already existing within IGAD. This includes; the Food Security and Nutrition Working Group (FSNWG), Resilience Analysis Unit (RAU) and Integrated Phase Classification (IPC). The rationale is based on recognition of the interlinkages and synergetic functions of food security and nutrition analysis, IPC and resilience analysis to be harnessed along with ICPAC Climate Forecasts and CEWARN information on conflict and ICPALD on livestock body condition as basis for an Early Warning System to trigger early action to prevent food crises.

The mission of IFRAH is to galvanize and build capacities for timely, harmonized, analysis and communication of integrated food security, nutrition and resilience information. To facilitate uptake of appropriate and consensual decision making for humanitarian response, development and peace building actions, in line with member countries, IDDRSI and other relevant IGAD strategies.

The overall goal of IFRAH is to contribute to the efforts by IGAD and Member states to achieve strengthened analytical capacities and institutional mechanisms needed to support the decision-making processes on food security, nutrition and resilience in the IGAD region.

IFRAH seeks to recruit a Knowledge Management, Monitoring and Evaluation Associate to support the management of knowledge emanating from the implementation of the IFRAH Strategic Plan and creating/generating knowledge as appropriate to support project implementation. The Associate will also lead the design and management of monitoring and evaluation activities at the project levels and make contributions to the preparation of documents, proposals and reports on behalf of IFRAH. The Associate will support IGAD

Member states on monitoring, evaluation of projects and programs in different thematic areas.

IFRAH seeks to recruit a ***Knowledge Management, Monitoring and Evaluation Associate*** that will support IFRAH projects and programs of work.

Duties and responsibilities

The overall role of the Regional Knowledge Management, Monitoring and Evaluation Program Associate is to provide operational support, technical guidance and advice in knowledge management, monitoring and evaluation activities for IFRAH, specialized institutions, and member states for decision making. The Associate shall carry out their duties under the direction of the ICPAC's Director, with direct supervision from the Coordinator of IFRAH. Furthermore, the Associate shall be expected to work in close collaboration with IGAD Member States, regional and international partners.

The Associate will perform the following duties in specific:

- Lead the development of a M&E strategy for IFRAH;
- Develops an appropriate M&E framework for the programme and its projects so as to provide, on a timely manner, the information needed on projects progress in terms of results (outputs, outcomes and impacts), allowing to guide and improve the programme and project implementation strategy and generates learning, while facilitating the involvement of different actors of the project;
- Establishes monitoring plans for IFRAH related activities, based on annual and quarterly work plans, as appropriate;
- Ensures that monitoring and reporting activities are in place, effectively implemented and well synchronized between program locations and components;
- Ensures analysis and reporting on program implementation, including post-distribution monitoring, with a view to monitor progress, outputs and measure success or impact relevant to the IFRAH -implemented programmes;
- Contributes to the development of monitoring and evaluation tools at IGAD through the M&E Working Group;
- Integrate the existing M&E tools into a coherent system;
- Monitors progress/status of planned programme activities under IFRAH against work plans (annual and quarterly) and results framework (logframe) and identify activities/areas requiring follow-up and timely alert the management in case of significant deviation from the expected outputs and outcomes;
- In case of restricted access, evaluates and assesses what monitoring modalities and tools can be applied within a remote management system and eventually integrate them into the M&E system;

- Provides support to IGAD Member States and IFRAH partners in order to transfer knowledge, streamline M&E tools and ensure and harmonized approach and management of information;
- Conducts regular and ad hoc trainings of IFRAH, IGAD Member States and partner staff on planned surveys under the M&E system;
- Conduct pre- and post-evaluations of trainings/workshops and pilot activities;
- Coordinate with the IFRAH team to ensure regular and timely reporting on projects and programs
- Assist in the compilation of information required for project proposal preparation and reporting;
- Contribute to the preparation of programme and project documents;
- Prepares M&E reports and any other relevant information;
- Assists with other M&E-related issues as and when required and actively participates in IFRAH coordination meetings;
- Any other tasks as assigned as necessary .

1. Required Qualifications, Experience and Skills

The applicant should possess the following;

Education requirements:

- Advanced university degree in development studies, statistics, agriculture, economics or related fields;
- Minimum of 7 years of relevant experience in knowledge management, monitoring and evaluation in a humanitarian and/or development context with good analytical and reporting skills;
- Excellent communication, writing and presentation skills in English.

Key Skills and Competencies:

- Demonstrated experience in policy development and programme formulation and implementation.
- Knowledge of/familiarity with statistical packages and computer analytical tools is a must.
- The incumbent must possess teamwork spirit, ability to work under minimum supervision, flexibility and good interpersonal skills.
- Familiarity with food security and agriculture resilience indicators.
- Quality report writing skills in English

2. Reporting

The Selected candidate will report to the ICPAC Director through the supervision of the Coordinator of IFRAH.

3. Remuneration

Negotiable within the IGAD project salary Scale and policy

4. Contract Duration

Two (2) years (1 Year, Renewable, Performance Based Contract). Further extensions contingent upon availability of funding.

5. Work Station

The Food Security Analyst will be based in Nairobi, Kenya with frequent travels to IGAD Member States

6. How to Apply

Please send your Cover Letter, Detailed Curriculum Vitae and Scanned Copies of Certificates before the **30th May 2019** to the following Address:

IGAD Climate Prediction and Application Centre (ICPAC)
Kenya Meteorological Department Compound
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