

The Organization

The Maasai Mara Wildlife Conservancies Association (MMWCA)

<http://www.maraconservancies.org/> is a membership organization of all the Mara conservancies, open to any existing or upcoming wildlife conservancy whose land is part of or integral to the greater Maasai Mara ecosystem.

MMWCA is a Regional Association of the Kenya Wildlife Conservancies Association (KWCA)

<http://kwcakenya.com/> : one of 12 regional associations across Kenya that collectively play a key role in the growth and development of conservancies nationally. MMWCA has three primary objectives: -

1. To provide a convening space for open discussions; a hub for knowledge sharing and coordination across conservancies; a voice for advocacy; and driving policy in the interest of conservancies and conservation related issues across the Mara.
2. Support the creation and development of conservancies and their neighboring areas across the greater Mara ecosystem, as a sustainable form of land-use and to provide mechanisms for equitable and value-based benefit sharing to sustain land under conservation.
3. Lead and/or implement development and conservation programmes across member conservancies to facilitate coordination, collaboration and synergetic action.

The Role: Monitoring & Evaluation Officer

Reporting To: Chief Programs Officer

Job Location: Aitong, Maasai Mara

Responsibilities

1. Monitoring

- Develop a performance monitoring plan (PMP) and other project Monitoring, Evaluation and Learning tools in line with multi donor requirements, MMWCA guidelines and procedures and in consultation with the programs team and partners
- Assist in the upgrade of M&E systems and processes. Recommend information, tools and resources to improve performance, impact, and reach;
- Coordinate with MMWCA staff, conservancies and partners to collect data against agreed indicators;
- Engage with MMWCA staff to collect and manage essential data for their respective projects;
- Develop standardized tools for data collection and provide trainings to MMWCA staff members and conservancies on data collection
- Ensure quality and credible data collected;

- Provide feedback to MMWCA staff and partners on projects' performance based on monitoring data findings;
- Analyze data and provide periodic report on progress and challenges of MMWCA activities.
- Assist in building capacity of MMWCA staff and partners on Planning, Monitoring and Evaluation (PM&E)
- To be a key contributor to Digital Acceleration activities, e.g. end-user testing of new systems, identifying data issues, and organising remedial action to enable system releases

2. Evaluation

- Develop mid-term and end term evaluation terms of reference
- Assist in developing key evaluation questions
- Assist the CPO in designing, coordinating and conducting project evaluations
- Support the dissemination of evaluation findings
- Assist the CPO in providing a management response to evaluation findings and recommendations
- Track the implementation status of evaluation recommendations

3. Reporting and Documentation

- Assist the CPO in developing progress reports, including quarterly and annual reports;
- Update and maintain the MMWCA M&E database

4. Planning

- Assist the CPO in project planning and budgeting process, ensuring alignment of annual work plans and budgets to project logical framework and performance plan
- Assist MMWCA staff in reviewing project plans during the project planning process
- Ensure quality of data/ statistics in project plans.

5. Learning and Sharing

- Assist in developing project learning agenda and questions
- Ensure that lessons and experiences from projects activities emerging are identified, captured and synthesized with a view to sharing knowledge within the project implementation team, implementing partners, within the region and beyond as well as being systematically deployed in delivery of regional policy activities
- Lead the trainings in application of M&E tools for MMWCA staff and partners
- Support partners in improving learning and sharing mechanisms in their projects
- Work collaboratively with other relevant programs in the region, as identified by the project, for strengthening integration and cross-learning in programs
- Support implementing partners in designing and disseminating research studies by providing relevant input

- Support project critical reflections and distill lessons learnt
- Assist in improving communication and information sharing between different stakeholders working with MMWCA

6. Other responsibilities:

- Perform other duties as may be assigned from time to time.

The person:

Based at MMWCA's HQ in Aitong, the M&E Officer will have:

1. A Bachelor's degree in fields related to Environmental Studies, Monitoring and Evaluation, or Project Management.
2. Computer proficiency in Microsoft Office (Word, Excel and PowerPoint), database, spreadsheet and graphics presentations, including one or more of the following statistical applications such as SPSS or STATA.
3. At least three years' relevant experience in practical development and implementation of natural resource management and related result-based management oriented monitoring system
4. Data-oriented personality with a keen eye for detail, data analysis and presentation
5. Experience working with local communities and diverse teams
6. Demonstrated experience in analyzing, interpreting, and reporting on M&E results so that lessons can be learned and incorporated
7. Experience with multi-lateral donor-funded projects an added advantage, especially USAID experience
8. Experience with field research and monitoring
9. Excellent people management and communication skills with the ability to network and to develop and maintain strong relationships with field staff, conservancy members and our partners
10. Excellent and confident public speaking and presentation skills
11. Prior experience working in the Mara region will be an added advantage

Please express interest and request more information, or apply directly with a cover letter and detailed CV, highlighting relevant experience, a daytime telephone contact, email address, and the names of three professional referees to reach us by close of business on 13th September 2019 to recruitment@maraconservancies.org