



Monitoring, Evaluation, and Learning Manager

JOB DESCRIPTION

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Job Description

Job Title: Monitoring, Evaluation, and Learning Manager

Reports to: Chief Operating Officer

Department/ Unit: Monitoring, Evaluation, and Learning

Location: Nairobi, Kenya (with periodic travel as required)

About The Action Foundation

Since 2009, The Action Foundation (TAF) has delivered health and inclusive education services to over 20,000 children and youth with disabilities at our outreach centers and through partnerships with public and community-level schools and health facilities. With 15 years of demonstrated success in delivering impactful programs, we are dedicated to championing a movement for disability-inclusive service delivery across Kenya and Africa.

Our experience has revealed that children and youth with disabilities experience severe marginalization, poverty, violence, social exclusion, and unequal access to opportunities and that girls and women with disabilities disproportionately face socio-economic exclusion, barriers to education, and heightened risk of GBV. Our mission is to improve the quality of life of Children and Youth with Disabilities (CYWDs) through programs that cover their entire lifecycle, from early years to adolescence and adulthood. We envision a fully inclusive Africa where CYWDs can thrive.

We are dedicated to empowering CYWDs to reach their full potential and contribute meaningfully to their communities. Our programs, spanning Child Health and Development, Foundational Learning, Adolescent and Youth Education, and Girl and Women's Empowerment, create pathways for CYWDs to reach their full potential and contribute meaningfully to their communities. Through strategic collaborations with national and subnational government agencies, local leaders, and organizations, we advocate for inclusive policies and practices that prioritize disability inclusion and address gender disparities. Additionally, we gather, analyze, and disseminate data to gain deeper insights into the challenges and opportunities in service delivery for CYWD, enabling us to implement effective and impactful interventions.

Job Summary

The Monitoring, Evaluation, and Learning (MEL) Manager will lead the development and implementation of MEL systems and strategies across The Action Foundation's programs. The role will ensure effective data collection, analysis, reporting, and knowledge management to enhance program performance, impact measurement, and learning. The MEL Manager will work closely with program teams, partners, and stakeholders to build a culture of data-driven decision-making and continuous improvement.

The role also provides technical guidance on research, evaluations, and assessments while ensuring compliance with donor reporting requirements and best practices in MEL.

Key Responsibilities

1. Strategy and Planning

- Lead the development, management, and periodic updating of MEL tools, strategies, frameworks, and systems, ensuring alignment with organizational objectives.
- Coordinate MEL activities' design, implementation, and reporting across programs to track outcomes, impact, and effectiveness.
- Ensure gender-responsive MEL approaches by integrating gender-sensitive indicators and disaggregated data into analysis and reporting.
- Provide technical support for progress tracking, reviewing project approaches, and recommending adjustments based on data insights.
- Implement quality assurance and control mechanisms to maintain data accuracy, internal consistency, and validity in monitoring and evaluation processes.
- Support donor engagement by contributing to technical reports, proposal development, and grant negotiations with high-quality MEL inputs.
- Assess program and grant performance by reviewing key indicators, tracking cumulative results, and recommending continuous improvement.
- Strengthen program monitoring, evaluation, and reporting processes through robust data quality assurance mechanisms and integration of MEL best practices.
- Guide program teams in developing theories of change, logical frameworks, and MEL plans, ensuring strategic alignment with donor and internal reporting requirements.

- Lead capacity-building initiatives for staff and partners on MEL tools, methodologies, and best practices.
- Representing MEL functions in internal and external meetings and learning events, providing updates to stakeholders, including donors, the Ministry of Health (MoH), Ministry of Education (MoE), and Ministry of Labour and Social Protection (MoLS), Kenya National Bureau of Statistics, and other agencies.

2. Systems and Processes

- Develop and manage data collection, analysis, and visualization tools to enhance program monitoring and learning.
- Ensure accurate and timely reporting to donors, stakeholders, and internal teams.
- Implement digital data collection, storage, and analysis solutions to improve efficiency and accessibility.
- Facilitate periodic program reviews, learning sessions, and knowledge-sharing events.
- Lead the development and implementation of key research initiatives and program evaluations.
- Ensure adherence to ethical considerations and data protection policies in MEL activities.

3. Technical Support & Capacity Building

- Support project teams in designing and conducting baseline, midline, and endline evaluations.
- Provide technical oversight in qualitative and quantitative data collection, analysis, and interpretation.
- Guide staff and partners in evidence-based learning and adaptive management approaches.
- Strengthen the organization's knowledge management systems by ensuring effective documentation and dissemination of program learnings.
- Contribute to proposal development by integrating MEL strategies into project design.

Qualifications & Experience

Education & Knowledge

- Master's degree in Monitoring & Evaluation, Social Sciences, Development Studies, Public Health, Statistics, or a related field.

Experience & Competencies

- 5–8 years of progressive experience in MEL roles within non-profit, development, or humanitarian organizations.
- Demonstrated expertise in designing and implementing MEL systems for development programs, particularly in disability inclusion, education, health, or economic empowerment.
- Experience with quantitative and qualitative research methodologies, including survey design, focus group discussions, and key informant interviews.
- Proficiency in data management and visualization tools (such as Excel, Power BI, SPSS, Stata, NVivo, or other relevant software).
- Strong experience in donor reporting and compliance with international funding partners.
- Experience working with marginalized populations, particularly persons with disabilities, is an advantage
- Strong analytical and problem-solving skills with the ability to translate data into actionable insights.
- Excellent written and verbal communication skills, with experience in developing MEL reports and learning briefs.

Skills and Abilities

- Strong leadership and teamwork skills, with the ability to engage and build capacity in diverse teams.
- Ability to facilitate participatory approaches in MEL to enhance ownership and learning among stakeholders.
- High integrity, attention to detail, and ability to manage multiple tasks effectively.
- Strategic thinking and adaptability to changing program needs and priorities.
- Strong interpersonal skills with the ability to collaborate effectively with donors, government agencies, and partner organizations.

Application Procedure:

Interested candidates should submit the following documents by **March 14th, 2025**.

- A cover letter
- An updated Curriculum Vitae (CV) with at least two references
- Expected salary, including details of previous employers

Please email your application to careers@theactionfoundationkenya.org, clearly stating the position you are applying for in the subject line.

The Action Foundation is an equal opportunity employer. Applications will undergo rolling reviews until the position is filled, and only shortlisted candidates will receive further communication. Our hiring decisions prioritize qualifications, merit, and organizational requirements to uphold a fair and inclusive process for all applicants.