International Center for Tropical Agriculture (CIAT)
Recruiting Monitoring, Evaluation & Learning (ME&L) Officer for IITA

International Institute of Tropical Agriculture (IITA) is an international non-profit research-for-development (R4D) organization created in 1967, governed by a Board of Trustees, and supported primarily by the Consultative Group of International Agricultural Research (CGIAR). IITA’s R4D is anchored on the development needs of Sub-Saharan Africa and develops agricultural solutions with partners to tackle hunger and poverty by reducing producer and consumer risks, enhancing crop quality and productivity, and generating wealth from agriculture.

CIAT, on behalf of IITA, is seeking for a Monitoring, Evaluation and Learning (ME&L) Officer with the overall responsibility of supporting the design and implementation of an effective and tailor-made ME&L system for selected IITA projects. Lead timely and efficient MEL data collection and analysis and lead technical reporting of selected IITA projects.

The position will support three ongoing research for development projects in the African Great Lakes Region namely; The Consortium for Improving Agriculture-based Livelihoods in Central Africa (CIALCA – www.cialca.org). The ICT4BXW project that seeks to work with extension officers and lead farmers for better managing Banana Xanthomonas Wilt (BXW), using (smart) phone and other information and communication technologies (ICT). For more information on this ICT4BXW project please click here. The CGIAR Research Program on Roots Tubers and Bananas (RTB) is supporting the dissemination of Banana Xanthomonas Wilt (BXW) management practices.

Main duties and responsibilities include:

1. **Support the design and implementation of an effective and tailor-made MEL system for selected IITA projects**
   - Support the design of a MEL digital platform for projects coordinated from IITA Rwanda;
   - Support the design of an indicator frameworks along the projects’ theories of change;
   - Operationalize indicator frameworks and design digital surveys and other quantitative and qualitative data collection tools to collect baseline, endline for developing outcome and impact stories; and other routine MEL data reporting on respective project outputs and milestones.
   - Develop MEL strategies and protocols and budgets for the selected projects;
   - Identify learning questions and develop a learning agenda for each project.
   - Design the necessary studies required to answer the key learning questions.
   - Support the design of MEL routine data and baseline and endline surveys in digital MEL platform;
- Lead the periodical review and updating of Theories of Change and related MEL frameworks;
- Backstop IITA scientist in uploading and reporting deliverables in the Monitoring, Evaluation and Learning platform.

2. **Lead timely and efficient MEL routine data collection and analysis for selected IITA projects**
- Lead timely, (cost-)efficient and high-quality MEL and baseline/ endline data collection in the project countries;
- Supervise and train research assistants in organizing high quality data collection using digital survey tools;
- Lead MEL routine (quarterly, biannually, or annually as maybe required), and baseline/ endline data analysis;
- Lead yearly MEL and support Planning of Work and Budget meetings for the selected projects;
- Liaise and collaborate with project leaders and data scientist on effective MEL data storage.

3. **Lead technical reporting of selected IITA projects**
- Lead technical reporting of selected projects in collaboration with project leaders;
- Liaise with project partners to ensure timely and accurate input to technical reports and project databases;
- Liaise with Central Africa Hub and IITA HQ MEL teams to streamline MEL across different institutional levels (Country, Hub, Center, and CRP), and provide inputs to periodic MEL reports (incl. IITA Key Performance Indicators).

**The candidate shall have the following competencies, skills and experience:**
- A master's degree or its equivalent in the relevant fields, which include:
  - Technical competence in the field of Microeconomics, Welfare Economics, Food Security, and Statistical analysis tools.
  - Agriculture or related Social Sciences or other relevant study with proven data collection and reporting skills;
  - Focus on monitoring, evaluation; and learning
- Should have at least 4 years of relevant work experience with MEL in an (international) organization engaged in the development sector;
- Basic statistical and calculus skills to analyse and process MEL data;
- Capacity to develop basic graphs, tables and infographics to visualize MEL data and outcomes stories (data visualization skills);
- High level of computer and ICT skills in digital MEL platforms and digital survey design and ODK-based data collection, as well as an ability to learn new applications quickly;
• Candidates have experience in digital data collection (e.g. using tablet-based surveys) and developing and testing mobile (smart) phone applications with extension officers and farmers.
• Must be able to work independently with minimal supervision, but also participate as a team member in accomplishment of duties;
• High level analytical thinking capacity;
• Understanding of and experience in the (agricultural) development sector;
• Possess excellent interpersonal and communication skills.
• Good judgment and a high level of respect for confidentiality
• Experience in leading ME&L across multiple large-scale donor-funded projects;
• Proven quantitative and qualitative ME&L data collection and analytical skills;
• Works proactively and takes initiative, and has an eye for detail and perfection;
• Is willing to learn and develop as part of the IITA team in Rwanda;
• Ability to work in a multi-cultural environment;
• Is able to communicate fluently in French and English both orally and in writing;
• Commitment to IITA’s mission and core values.
• Excellent report writing skills (in English).

Terms of employment:
The position is nationally recruited, will be based at IITA Offices in Kigali, Rwanda. The contract will be for one (1) year period, subject to a probation period of three (3) months, renewable depending on performance and availability of resources.

How to apply:
Applicants are invited to visit http://ciat.cgiar.org/ciat-jobs to get full details of the position and to submit their applications, clearly indicating position applied for as **Monitoring, Evaluation and Learning (ME&L) Officer**. An application Letter and Curriculum Vitae should be attached and saved as one document using candidate’s last name-first name for ease of sorting.

**Applications closing date: 20th March 2018**

Only short listed candidates will be contacted.