



JOB DESCRIPTION

Job Title:

Monitoring and Evaluation (M&E) Officer

Organization:	IFAGE International Organization
Location:	[Siaya, Kenya]
Reports To:	Programs Director / Executive Director
Employment Type:	[One Year Renewable, Contract]
Deadline for Application:	[January 15, 2026]

About IFAGE International Organization

IFAGE International Organization envisions a world where women, men, and children are equal and free from sexual and gender-based violence (SGBV) in Sub-Saharan Africa. Our mission is to prevent all forms of gender-based violence using principles of faith to educate, equip, and advocate for gender equity and justice in communities. Our core values are Integrity, Equality, Inclusivity, Teamwork, and Commitment.

Job Summary

The Monitoring and Evaluation (M&E) Officer will be instrumental in ensuring the effectiveness and impact of IFAGE's SGBV prevention and gender equity programs. This role is responsible for designing and implementing robust M&E systems to track program progress, measure outcomes, and document impact. The M&E Officer will provide timely data and analysis to program teams and leadership to facilitate evidence-based decision-making and ensure accountability to beneficiaries, communities, and donors, all while adhering to the organization's faith-based principles and safeguarding standards.

Key Duties and Responsibilities

1. M&E System Design and Implementation

- Develop and implement comprehensive M&E plans, frameworks, and tools for all IFAGE programs in collaboration with program coordinators and field teams.
- Design and manage data collection tools (surveys, interview guides, observation checklists) that are sensitive to the cultural context of Sub-Saharan Africa and the sensitive nature of SGBV work.
- Establish data quality assurance protocols to ensure all monitoring data is accurate, complete, and reliable.
- Ensure that M&E activities are conducted in a safe, confidential, and ethical manner, prioritizing the safety and dignity of program participants (Do No Harm principle).

2. Data Management and Analysis

- Oversee the management of program databases and data collection systems (e.g., KoboCollect, ODK, Excel).
- Lead the analysis of quantitative and qualitative program data to assess progress against project indicators, identify trends, and evaluate impact.
- Develop clear, concise reports and data visualizations (dashboards, charts) that communicate findings effectively to various audiences.

3. Learning, Accountability, and Reporting

- Facilitate routine monitoring visits to project sites to observe activities, verify data, and gather feedback from beneficiaries and partners.
- Coordinate program evaluations (mid-term and end-line reviews) and support external evaluators as required.
- Lead efforts to document and disseminate program successes, lessons learned, and best practices internally and externally.
- Support the Programs Coordinator in ensuring that donor reports include accurate, evidence-based data and M&E insights.

4. Capacity Building and Technical Support

- Provide training and ongoing technical assistance to IFAGE staff and local partners on M&E concepts, data collection methods, and the use of M&E tools.
- Foster a culture of data utilization and evidence-based planning within the organization.
- Support efforts to mainstream gender equality and inclusivity metrics across all monitoring activities.

Required Qualifications and Experience

- **Education:** A Bachelor's degree in Statistics, Economics, Social Sciences, Project Management, or a related field is required. A relevant M&E certification is highly desirable.
- **Experience:** A minimum of 5-8 years of experience in designing and implementing M&E systems for development or humanitarian projects, preferably within an NGO setting in Sub-Saharan Africa. Experience working on SGBV, gender equity, or faith-based programs is a significant advantage.
- **Knowledge:** Strong understanding of M&E principles, theories of change, results frameworks, and accountability mechanisms in the development sector.
- **Skills:** Proficiency in data management and analysis software (e.g., SPSS, NVivo, R, or advanced Excel). Experience with digital data gathering tools (Kobo, ODK). Excellent writing and presentation skills.
- **Values:** Demonstrated commitment to IFAGE's core values and mission, with the ability to handle sensitive information with integrity, confidentiality, and empathy.
- **Travel:** Willingness and ability to travel frequently to field locations within Sub-Saharan Africa.