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JOB DESCRIPTION

Position title:	Monitoring and Evaluation Manager
Reports to:	Conservation Director-WWF Kenya
Supervises:	M&E Officer Design & Impact Officer
Date:	March 2018
Grade:	TBA
Location:	Nairobi, Kenya

I. Mission of the Department: As part of WWF-Kenya's growth to nationally make conservation impact at scale to deliver towards our goal of people living in harmony with nature, we are strengthening our internal capacity to support an effective monitoring, evaluation and learning system. The role of the M&E Manager will be to develop, review and implement a robust Monitoring, Evaluation & Learning framework and tools to facilitate measurement of progress; enhance compliance of programmes and projects with WWF Network standards, policy frameworks and best practices; and achieve efficiency and accountability.

II. Major Functions: The M&E Manager will work on a full time basis under the direction of the Conservation Director, WWF-Kenya towards effective implementation of WWF-Kenya Strategic Plan. The holder of the position will play a major role in providing technical support to the Conservation, Business Development & Communication and Operations Directorates, especially in tracking conservation delivery using the Dashboard and appropriate M&E tools and processes, and building capacity for Monitoring & Evaluation among project/programme staff. S/he will be expected to assist Project Managers in ensuring sound project planning, monitoring and evaluation of progress and technical reporting. The incumbent will also offer leadership in programme/project evaluations, action planning and performance reporting to the WWF Kenya Board of Directors.

III. Duties and Responsibilities:

The Manager will provide technical support to all the functions of WWF-Kenya so as to ensure that the implementation of the Organizational Strategic Plan meets the highest standards, and in particular;

- a) **Monitoring** – Take lead in the design and implementation of a monitoring framework to track delivery against WWF-Kenya goals and objectives.
- b) **Evaluation** – Take lead in the analysis of data collected under the monitoring framework for assessment of progress and areas for improvement. In addition, facilitate periodic evaluations of WWF-Kenya conservation impacts to determine impact levels.
- c) **Reporting** - Provide regularly updated reports to the SMT on the status of implementation against WWF-Kenya goals and objectives. The Manager will also work with the different Directorates in preparing performance reports for the Board of Directors. Additionally, the

incumbent will work with Programme Managers to ensure timely and quality technical reports as per WWF Kenya standards and donor requirements.

- d) **Knowledge management** - Facilitate ongoing and collaborative learning within WWF-Kenya based on key data from the performance management system for continuous improvement of programme delivery.

Specific Duties and Responsibilities

- Leads the development of a comprehensive MEL Plan and System for WWF-Kenya;
- Ensures that all programmes and project adheres to the WWF Network Programme and Projects Management Standards (PPMS);
- Establishes effective knowledge management mechanisms including documentation of baselines, outcomes/impacts;
- Take charge of collating and synthesizing information, updating the monitoring matrix and other monitoring tools in place for both conservation, operational and business development & communication objectives;
- Assist the SMT in tracking, consolidating and uploading/forwarding of project technical progress reports to relevant WWF National Organizations, WWF International and donors;
- Working closely with Departmental Heads, provide backstopping and guidance in the performance of the Organizational Strategic Plan;
- Assist Programme Managers in providing support to project evaluations and consultancies;
- Prepares relevant technical briefing papers and status updates to the WWF-Kenya Senior Management Team (SMT);
- Synthesizing strategic reports aligned to the Strategic Plan for presentation to the WWF Kenya Board through relevant Departmental Heads;
- Take lead in MEL capacity building activities for WWF-Kenya Project staff, including WWF Network Standards trainings;
- In liaison with the WWF-Kenya Communications Manager, compile news and produce conservation communication materials to promote the Organization's brand;
- Convene and facilitate learning events for WWF-Kenya staff to strengthen implementation delivery and capturing of best practices;
- Perform other relevant duties as requested by the Conservation Director or the Chief Executive Director.

IV. Profile:

Required Qualifications

- University degree with at least MSc level in an appropriate field of management or natural sciences (conservation, environment, natural resource management, marine, forest, freshwater, terrestrial ecology, animal sciences);
- Professional training in Monitoring and Evaluation;
- At least 7 years professional experience in project/programme design implementation and M&E.

Required Skills and Competencies

- Experience with practical development and implementation of natural resource management and related result-based management oriented monitoring system;
- Knowledge of project cycle management (situation/context analysis, conceptual models, theories of change, monitoring and evaluation and exit);
- Good management and coordination skills as well as experience in technical project implementation;
- Excellent interpersonal and communication skills with the ability to network and to develop and maintain strong relationships with field staff;
- Possession of strong organisational, reporting and analytical skills;
- Setting high goals for personal and group accomplishment; using measurement methods to monitor progress towards goal attainment; tenaciously working to meet or exceed those goals;

- A working knowledge of financial management, especially of projects;
- Knowledge in use of data management and analysis software e.g. SPSS, EpiInfo, STATA or related software;
- Adaptable, flexible, able to take initiative and prioritize among competing demands;
- Experience and skills in training and transfer of knowledge;
- Willingness to participate in field activities/surveys and travel to remote areas of Kenya;
- Adherence to WWF-K values: -Credible, Responsive, Innovative, Determined, Inspiring, Collaborative.

V. Working Relationships:

Internal – Interacts on a regular basis with Conservation, Business development & Communication and Operations teams, SMT, Board of Directors of WWF-Kenya and WWF Network offices.

External – Interacts with National Government Institutions, County Governments, Non-Governmental Organisations, Academic Institutions, Donors, specialists/consultants, and other stakeholders, in collaboration with the WWF-Kenya SMT.

This Job description covers the main tasks. In addition to the duties and responsibilities listed, the post holder is required to perform any other duties which may be assigned by the Conservation Director from time to time according to the Organizational needs.

Approved by: _____

Date: _____

Accepted by: _____

Date: _____