

TERMS OF REFERENCE

Alwan wa Awtar Monitoring, Evaluation and Learning (MEL) officer

Established in December 2005, Alwan wa Awtar (A&A) is a non-profit organization registered with the Ministry of Social Affairs (reg. no 6320) with the aim of promoting visual and performing arts and non-formal education to enhance the creativity and critical thinking of underprivileged children and youth. Using arts as a vehicle for social development, we envision a more knowledgeable, creative and cultured youth who are able to compete in today's world so that they will be able to break the cycle of poverty in which they were brought up in. Situated in the heart of the communities we serve, our staff and volunteers are deeply committed to working for positive and innovative social change.

Alwan wa Awtar is looking to fill the position of a **Monitoring, Evaluation and Learning Senior officer**.

Position Title: Monitoring, Evaluation and Learning Senior officer
Starts: August/ September 2016
Location: Mokattam, Cairo.
Reports to: Executive Director
Working days: Full time, Sundays to Thursdays.
Working hours: 10 am to 6pm, or 11 am to 7pm.

Job Summary:

The main responsibility of the MEL officer is to maintain a culture of continuous learning and development in the organisation. This requires the development of proper systems and tools for effective monitoring and evaluation of the different programmes, regular documentation and sharing the learning experiences, as well as continuous integration of new insights and learning into the programs' design and implementation.

The MEL officer will be working closely with management teams to collect and analyse data in light of the project's logical frameworks, and offer recommendations to enhance project's performance. He/she will also be working closely with teams of educators to assess the quality of our educational services and co-design proper assessment tools.

M&E Officer responsibilities.

- (1) Activating a proper monitoring and evaluation system systems to different projects and the organisation in general
- (2) Develop and activate systems to assess the quality of our educational services.
- (3) Maintain an organisational culture of continuous learning and sharing of experience.

Detailed tasks:

- Assist in all existing A&A's evaluation templates, identifying necessary data and the tools that will be used to collect this data, the frequency and task division of the data collection responsibilities, etc.

- To assist in regular data collection through implementing collaborates and ensure quality of the data by random verification and validations.
- Assist in designing, coordinating and conducting projects evaluations.
- Assist in designing and conducting Post Implementation Monitoring Survey.
- Assist in conducting Programs Data Review.
- To record, manage and preserve monitoring and evaluation data in a safe and accessible way to analyse and discuss findings based on regular monitoring data.
- Assist in Providing technical support on M&E and evidence-based recommendations to the relevant Project Manager and Partners. .Ensure that implementation of field activities adheres to A& A monitoring and evaluation system .Share learning from M&E process with the wider team.
- Asset in developing the organisation M&E plan that outlines the monitoring and evaluation activities.
- To ensure effective implementation of A&A Monitoring and Evaluation activities through participation in establishing and maintaining M & E systems, design of surveys, providing specific guidance.
- To ensure the coordination of monitoring activities through the development of methodologies to facilitate and promote adherence to work plans towards a qualitative and quantitative management systems and tools.
- To develop and maintain up-to-date databases of priorities and results, ensuring the collection and safekeeping of data to bolster monitoring activities and reporting methodologies on status of implementation and results, drawing the attention of the projects' Coordinators and Project Manager to gaps and problems, quantitative and qualitative results, proposing remedial actions as appropriate.
- To formulate methodologies for the evaluation of operational process, policies and performance, in collaboration with the Programs department Manager, coordinators, key partners and stakeholders to ensure and facilitate effective implementation of A&A programs
- Conduct periodical impact assessments??
- To support in establishing a profiling system for the beneficiaries to facilitate tracking children's progress and ensure the activities provided respond to the individual needs of children.
- Work with teams of educators to develop proper educational assessment tools.
- Work with project managers to assess the quality of the various educational services offered by the organisation.
- To coordinate M & E information flow from program coordinators, processing M & E data and preparing reports for submission to project management and stakeholders.
- To ensure the rapid dissemination of data within A&A staff, as well as to key partners and stakeholders, analysing feedback and making recommendations for adaptation and improvements.
- To support in formulating a proper documentation system for A&A and follow up on its implementation.
- To support in assessing the needs of the current staff and volunteers, develop the capacity-building plan, and formulate the staff appraisal system for the organization.
- Help organize the monthly "Learning sharing" staff meeting.
- Lead the process of periodical review of the organisational's theory of change in light of its experience.

Qualifications:

- Degree in any social or natural science discipline, Masters' would be an asset.
- Knowledge and understanding of project monitoring and evaluation
- Understanding of the current M&E trends and especially M&E systems in development organisations
- Passionate about development and non-formal education.

- At least 3 years of previous experience in the design and implementation of M&E in development/educational projects implemented by NGOs.
- Experience in designing tools and strategies for data collection, analysis and production of reports.
- Experience in educational projects an asset.
- Excellent organisational skills. Analytical and research skills.
- Excellent communication and teamwork skills.
- Good report writing skills.
- Excellent spoken and written Arabic and English.

To apply: Please send a cover letter and a resume highlighting suitability to the position to info@alwan-awtar.org and exec.dir@alwan-awtar.org with the subject title: "MEL Senior officer". Deadline: Application is open until the position is filled.