

Monitoring, Evaluation and Learning Director, Zambia

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Company: Creative Associates International

Location: Lusaka

Category: other-general

Overview

Creative Associates International is a fast-growing, social impact company that specializes in the areas of education, economic growth, democratic transitions, and stabilization in post-conflict environments. Based in Chevy Chase, Maryland, this global development organization has a field presence in more than 25 countries and a strong client portfolio that includes the U.S. Agency for International Development and the State Department. Since its founding in 1977 by four enterprising women, Creative has earned a solid reputation among its clients and is well-regarded by competitors and partners alike.

Creative Associates seeks a Monitoring Evaluation, and Learning (MEL) Director for the anticipated USAID-funded Zambia Foundational Learning Activity, which will support the delivery of foundational learning in the early grades to improve learning outcomes. Specifically, the project will seek to scale the Primary Literacy Program (PLP), support the Ministry of Education to institutionalize PLP and early learning reforms, provide technical assistance to direct Government-to-Government Education Sector Assistance, and enhance the delivery of remedial and accelerated education.

The Monitoring, Evaluation, and Learning (MEL) Director will ensure that performance monitoring, action research, and evaluations are consistent with program outcomes and track progress of activities in achieving goals and outcomes. They will also manage and coordinate field monitoring and expert assessments, and any other personnel responsible for monitoring and collecting data and reports. The Director will ensure that the methodologies to measure the program's impact on learning outcomes, socio-emotional

skills, community involvement, and gender are consistently and systematically monitored and reported.

The MEL Director will report to the Chief of Party (COP) and supervise a team of MEL specialists.

Responsibilities

Develop and update the project's Project Monitoring, Evaluation and Learning Plan, including review of its results framework, potential indicators, relevant and applicable baseline data collection strategies and methodologies, and the financial and human resources needed to successfully implement the M&E strategy with a strong focus on a collaboration, learning, and adapting (CLA);

Work closely with government counterparts and local partners to strengthen capacity in MEL;

Develop tools for data collection and protocols;

Develop an advanced data management system, with the support of the M&E team;

Analyze ongoing quantitative and qualitative data at different points in the program leading to the specific program / contract results;

Conduct field visits, as necessary, to develop monitoring and performance management plans with technical teams;

Supervise technical assistance and training for regional and district level education actors to support increased use of education data for decision-making;

Regularly review project work plans to ensure the timely achievement of results related to USAID M&E;

Elaborate annual project work plans related to the M&E component as well as budgets for relevant activities;

Supervise and strengthen capacity of project M&E staff to carry out project activities;

Ensure regular communication of M&E activities to all key stakeholders and contribute to the quarterly, annual, report and project reporting to USAID;

Collaborate with the technical team to monitor progress of the program in terms of the

compliance requirements of USAID results and indicators;

Work closely with technical staff and institutional partners to explain M&E processes and understand how these processes relate to the project's technical work, and to promote M&E-related training as needed;

Manage M&E resources and ensure that M&E information and resources are up-to-date-, available to staff and widely disseminated; and

Perform other duties as assigned.

Qualifications

A Master's degree in education, research methods, or other relevant social science from an accredited university is required;

At least seven (7) years of work experience in monitoring results and indicators and managing MEL systems; experience in MEL and assessment in education programs preferable;

Previous experience in USAID-funded programs and strong knowledge of USAID reporting requirements;

Training in qualitative and quantitative analysis;

Excellent interpersonal skills and teamwork;

Effective communication skills, able to make formal and informal presentations both orally and in writing and produce professional and analytical reports and program documents; and

Fluency in English.

Zambia nationals highly encouraged to apply.

Need help finding the right job?

Creative Associates International is an equal opportunity/Affirmative Action Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All applicants will be considered for employment without attention to race, color, creed, religion, sex, gender identity, national origin, veteran or disability status, or any other characteristic protected by state, federal, or local law. EOE/AA. VEVRAA Federal Contractor.

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