

Monitoring, Evaluation, and Learning (MEL) Manager - USAID- funded Zambia Sustainable Water, Sanitation and Hygiene Partnerships Project

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Company: RTI International

Location: Lusaka

Category: other-general

Position Description:

RTI is seeking a **Monitoring, Evaluation, and Learning (MEL) Manager** for the anticipated USAID-funded Zambia Sustainable Water, Sanitation and Hygiene Partnerships project. The MEL Director will lead and guide the Zambia Sustainable Water, Sanitation and Hygiene Partnerships project team on MEL and Collaboration, Learning and Adapting (CLA) related activities and ensure responsive reporting, and ongoing learning and adapting across the project. This position will be based in Lusaka with the need to travel to provincial areas throughout the program implementation period. The MEL Director will directly report to the Chief of Party.

Responsibilities

Leads the development, implementation, refinement, and harmonization of the project's MEL system, develops and operationalizes indicators, sets targets, and monitors progress; ensures they are informed by and feed into program decisions.

Establishes systems for gathering, reporting, and analyzing performance data in compliance with USAID guidelines and best practices.

Assesses data quality through (1) system validation rules and checks in the activity database, and (2) periodic data quality assessments (DQAs).

Designs data collection processes adhering to data quality.

Monitors progress against targets and prepares quality reports; contributes to other project reports such as annual work plans.

Leads and proactively reviews/analyzes project activities and their outputs and outcomes to continuously learn from and adapt ongoing project implementation; provides feedback to the technical team on where to improve.

Documents best practices and lessons learned and uses data and regular learning sessions to drive program design, adaptation, and decision-making.

Integrates data collection and learning throughout all project activities.

Build capacity of partners and stakeholders for data collection and data use for learning.

Other responsibilities as assigned.

Qualifications

Master's degree with 6 years of experience, or Bachelor's degree with 8 years of experience, or an equivalent combination of skills and experience.

Minimum 7 years of experience in MEL and data analysis in international development programs.

Knowledge of reporting procedures, best practices, guidelines, methods, and approaches for MEL.

Excellent management, communication, and organizational skills (attention to detail is required); flexibility and capacity to multi-task.

Demonstrated ability to lead design and implementation of monitoring systems, databases, and data collection tools.

Demonstrated experience using data and learning to inform program decision-making.

Excellent oral and written communication skills in English.

Experience with MEL that measures and promotes gender and social inclusion.

Experience working in Zambia preferred.

Experience working on WASH related projects preferred.

Ability to travel and work throughout Zambia.

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Cross References and Citations:

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