



## **Vacancy: Monitoring, Evaluation and Learning (MEL) Specialist**

The Centre for Human Rights and Policy Studies (CHRIPS) is seeking to fill a full-time Monitoring, Evaluation and Learning (MEL) Specialist for a fixed contract of up to 31 December 2025. The MEL Specialist will be responsible for managing the monitoring, evaluation and learning activities, including developing and implementing the MEL framework, performance indicators, MEL tools, and data quality assurance processes. He/she will ensure the timeliness and validity of data entry and analysis and its effective use for decision-making and project learning. The MEL Specialist will oversee and coordinate all Monitoring, Evaluation, learning activities, and data reporting requirements. He/she will also strengthen the capacity of CHRIPS staff and consortium partners to manage data and capture learning.

The holder will report directly to the CHRIPS Executive Director and has a horizontal relationship with the Programme Manager. This position has supervisory responsibility for consortium partners. The position holder must be willing and able to travel to field sites for extended periods of time, sometimes at short notice.

### **Scope of work**

- Oversee all aspects of the performance measurement for the project, including day-to-day systems and processes, data tracking, reporting on activities, and data quality assurance.
- Draft and revise the project MEL plan and key performance indicators, including detailed indicator definitions and activity tracking tables
- Develop data collection tools and procedures
- Oversee the outcome database and report to the funder and consortium partners
- Collaborate with CHRIPS staff and consortium partners on data collection and analysis in a timely manner
- Participate in project monitoring through site visits
- Review partner reports and analysis of data
- Lead data quality controls and verification procedures
- Ensure collection of data related to gender and social inclusion
- Foster a results-oriented and learning culture throughout the project to ensure that data and learning are used by the project team to improve performance
- Manage the MEL budget efficiently
- Lead in drafting quarterly performance reports and presenting them to CHRIPS and partners to inform and track the achievement of programme milestones and the strategy.
- Collaborate and liaise with the funder and any external evaluators to design and carry out assessments
- Represent CHRIPS at national and international fora, including technical working groups, communities of practice, conferences, workshops and meetings.

## Qualifications

Bachelor's degree in Political Science, international relations, social science, or related field. M/E-related specialised training preferred.

## Work Experience

- A minimum of 3 years' experience in monitoring and evaluation.
- Demonstrated experience in indicator selection and monitoring and data collection/analysis
- Experience and strong skills in developing and utilising results frameworks, logical frameworks, or similar tools for project design, monitoring and evaluation
- Experience in managing a database of outcomes
- Proven skills in building capacities of staff and local organisations in MEL
- Demonstrated experience with quantitative and qualitative research methodologies
- Knowledge of and experience designing and implementing Monitoring and Evaluation Plans
- Proficiency in statistical applications (SPSS, SAS or STATA) or proven proficiency with open-source big data analytics tools
- Proven organisational and interpersonal skills and ability to work in a multicultural team environment

## Key competencies

**Delivering at Pace:** Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes.

**Collaborating and Partnering:** People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the CHRIPS partners

**Seeing the Big Picture:** This is about having an in-depth understanding and knowledge of how your role fits with and supports organisational objectives and the wider public needs.

**Leadership:** establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions.

**Making Effective Decisions:** Effectiveness in this area is about being objective, using sound judgment, evidence and knowledge to provide accurate, expert and professional advice.

## Application details:

**Email:** [info@chrips.or.ke](mailto:info@chrips.or.ke). Indicate expected salary plus benefits. Applications are being evaluated on a rolling basis until the position is filled.

**Starting:** Immediately

**Contract period:** Fixed term, up to 31 December 2025