

JOB DESCRIPTION

Job Title	:	Monitoring, Evaluation, and Learning (MEL) Manager
Project	:	Bridge to Middle School Activity (Bridge)
Supervisor	:	Chief of Party
Location	:	Rabat, Morocco with regular travels in the pilot regions (TBD)

Project Description

Family Health International 360 (FHI 360) is a nonprofit organization focused on human development, which works to improve sustainable living conditions by promoting integrated solutions adapted to the local context. FHI 360 is present in more than 70 countries and throughout the United States.

The Bridge to Middle School project is a systems-strengthening and capacity-building intervention that seeks to improve students' ability to master key skills in the upper primary and middle school ("junior secondary") grades and to facilitate the transition between the two levels of schooling. Activities will address: a) the ability of teachers to teach critical thinking, and students to master, literacy skills, math skills, and science skills in the upper primary grades; b) the ability of the Moroccan education system to provide high-quality literacy instruction in English and Arabic in the middle school years; and c) the ability of the Moroccan education system to provide high-quality STEM (science, technology, and math) instruction in the middle school years. Additionally, the project will build subrecipients' capacities to directly respond to the development problems prioritized by the USAID Mission in Morocco.

Position Description

The MEL Manager will play a lead role in the design and implementation of a comprehensive Activity Monitoring, Evaluation and Learning Plan (AMELP) with appropriate indicators, implementing systems to safeguard the collection and management of program data, and recommending changes to the annual work plans or data collection techniques as needed. S/he will train staff and partners and liaise with USAID on M&E reporting requirements, project learning strategies, and protocols for modifying the AMELP. S/he will work closely with the Research Advisor on the Collaborating, Learning, and Adapting (CLA) approach and implementation research activities. The MEL Manager will collaborate with local partners to coordinate local data collection in the field and contribute to the development of monthly and quarterly performance reports. S/he will supervise the M&E/Database Officer and Assessments Specialist, and work closely with the HQ-based MEL backstop for the project. The position is based in Rabat, Morocco.

Key Duties & Functions

- Manage and coordinate implementation of the project Activity Monitoring, Evaluation and Learning Plan (AMELP), as well as a Collaborating, Learning, and Adapting (CLA) approach.
- Supervise and provide guidance to relevant project staff, including a team of a M&E/Database officer and an Assessment Specialist.
- Lead implementation of data quality assurance systems for the project.

- Oversee the project's management information system and database, ensuring that data is accurately uploaded into the system by staff and partners on a regular basis.
- Develop the data collection tools and systems needed for the implementation of the project's AMELP.
- Operationalize the AMELP, including data collection and verification and prepare project performance and data reports as required.
- Ensure data collection tools and systems are being used correctly by staff and partners to collect required and accurate data for performance, monitoring and evaluation.
- Identify ME&L technical assistance (TA) needs of partners, facilities and/or government counterparts and provide/organize TA through training, mentorship, and/or on-site supervision.
- Participate in program monitoring visits/forums with other project staff as necessary.
- Ensure all relevant project staff are aware of and adhere to funder and government monitoring, evaluation and reporting guidelines and requirements.
- Continuously review and analyze collected data and advise program management on needed program revisions.
- Advise and promote best practices in data management and MEL among project staff and partners.
- Lead learning activities such as formative evaluations, program participant feedback surveys, etc.
- Lead Pause and Reflect and data review meetings.
- Perform other related duties as assigned by supervisor.

Minimum Qualifications

- Master's degree in social science, statistics, evaluation science or other related field.
- A minimum of 6 years' work experience, including at least 3 years' relevant professional experience managing monitoring and evaluation for complex development activities, especially those in education, systems strengthening, youth.
- Demonstrated ability to work effectively with communities, local government representatives and other stakeholders.
- Demonstrated ability to coordinate monitoring, learning, and evaluation processes across multiple technical offices, local stakeholders and geographic regions.
- Mastery of the design and implementation of qualitative and quantitative data collection methodologies.
- Demonstrated data analysis and report writing skills.
- Ideally, the candidate will have experience working on USAID or other donor programs and be familiar with USAID's approach to MEL and CLA.
- Proficiency in Arabic and English required; French as an additional language is an asset.

To Apply

Please submit a copy of your CV and a cover letter to: Morocco.ISED@fhi360.org and put in the subject line of your message: "**MEL Manager.**"

CVs will be reviewed as they are received and will continue to be received and reviewed until the position is filled. The selected candidate must commit to living full-time in Rabat City.

The Bridge to Middle School Activity project is strongly committed to hiring qualified women, young people and people with disabilities and would like to receive their CVs as well as those of other qualified people.

FHI 360 is an equal opportunity employer and does not discriminate on the basis of sex, race, ethnicity, religion, national origin, sexual orientation, disability, age or on any other basis unrelated to a person's skills and experience