



## **JOB DESCRIPTION**

**Job Title** : **Monitoring, Evaluation, and Learning (MEL)**  
**Manager Project** : **Bridge to Middle School Activity (Bridge)**  
**Date** : **December 17, 2024**  
**Location** : **Rabat, Morocco with regular travels in the pilot regions**

### **Project Description**

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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 Activity “Bridge” 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 (Physics/Chemistry taught as one subject and Biology/Geology taught as one subject) 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**

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Reporting to the Chief of Party, the MEL Manager will play a lead role in supporting the design and implementation of a comprehensive Activity Monitoring, Evaluation and Learning Plan (AMELP) with appropriate indicators, systems of data collection, management and safeguarding the program data, and recommending changes to the AMELP in alignment with annual work plans and implementation as needed. S/he will strengthen the capacity of, Bridge team, stakeholders 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 HQ-based MEL backstop, and the Bridge’s MEL team, including the Senior Technical Advisor, M&E Officers, Research Advisor, Assessment Specialist, and Regional Program Support Coordinators to implement monitoring, evaluation, research, and learning activities per the AMELP and workplan. The MEL Manager will lead the Bridge’s Collaborating, Learning, and Adapting (CLA) approach. The MEL Manager will contribute to the weekly reports, and quarterly and annual performance reports.

### **Key Duties & Functions**

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- Manage and coordinate implementation of the project Activity Monitoring, Evaluation and Learning Plan (AMELP), including Collaborating, Learning, and Adapting (CLA) approach, impact evaluation, implementation research, and learning assessment activities.
- Oversee and provide guidance to MEL team including a team of two M&E Officers



- Collaborate with the Learning Assessment Specialist and on all stages and activities related to item development, item piloting, test administration, and data cleaning and entry.
- Follow up on all impact evaluation stages, aspects and deliverables including setting performance standards, establishing benchmarks and target, conduct psychometric analysis, assessment results' interpretation, and reporting on baseline, mid-line and endline assessments.
- Ensure routine implementation of data quality assurance checks 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.
- Collaborate effectively with Bridge MOE partners and stakeholders in regions to obtain relevant data and/or information needed for timely implementation of AMELP.
- Operationalize the AMELP, including data collection and verification and prepare project performance and data reports as required.
- Establish and operationalize data collection systems and tools needed for the implementation of the project's AMELP.
- 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; conduct data quality reviews on an ongoing basis and provide midcourse corrections to ensure high quality data.
- 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.
- Contribute to weekly status reports, quarterly and annual performance reports; and ensure data are uploaded to USAID platforms as needed (e.g. DIS)
- Perform other related duties as assigned by supervisor.

### **Minimum Qualifications**

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- Master's degree in social science, statistics, evaluation science or other related field OR 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**

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Please submit:

- A cover letter.
- An updated detailed CV.
- Contacts of three professional references including two direct supervisors.

Please submit to: [morocco.bmsjob@fhi360.org](mailto:morocco.bmsjob@fhi360.org) and write "**MEL Manager**" in the subject line of your e-mail.

CVs will be reviewed as they are received and will continue to be received and reviewed until the position is filled.

**NB: Only shortlisted candidates will be called for interviews.**

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**