

# **TERMS OF REFERENCE**

## **MONITORING & EVALUATION AND KNOWLEDGE MANAGEMENT OFFICER**

The State Department for Fisheries, Aquaculture and the Blue Economy is implementing a programme dubbed the Aquaculture Business Development Programme (ABDP) with support of the International Fund for Agricultural Development (IFAD). The Programme is aimed at increasing incomes, food security and nutritional status of poor rural households involved in aquaculture.

The ABDP is national in scope and is working with fifteen (15) Counties with high concentrations of aquaculture activity, high production, existing infrastructure (processing, marketing, and research), adequate water resources and marketing potential. The ABDP National Programme Coordination Unit (PCU) is based in Nyeri at IFAD Building along Kamakwa Road while the Regional Coordination Office (RCO) is based in Kisumu. The PCU is responsible for day-to-day coordination and implementation of the Programme and the regional office coordinates implementation activities in Counties in the Western Region.

To enhance the capacity of the PCU, the State Department of Fisheries, Aquaculture and the Blue Economy is seeking to recruit a competent and a qualified: **Monitoring & Evaluation and Knowledge Management Officer (1 position)**

<b>Vacancy No</b>	:	ABDP/PCU/2021/01
<b>Position</b>	:	Monitoring & Evaluation and Knowledge Management Officer
<b>Location</b>	:	Nyeri
<b>Reports to</b>	:	Senior Monitoring & Evaluation and KM Officer

The **Monitoring & Evaluation and Knowledge Management Officer** will provide support to the Programme's Monitoring and Evaluation (M&E) and Knowledge Management (KM) function. The key responsibility of this position is to provide support on M&E and KM roles to the PCU while working closely with the Programme Counties. and support Counties. The contribution of this position is expected to contribute to the improved programme performance and sustainability through more effective monitoring and evaluation in all programme implementation facets.

### **Key Responsibilities**

- Support in routine monitoring of all Programme activities and in preparation and submission of quarterly, annual and adhoc monitoring reports of the Programme,
- Support in monitoring progress of key Programme performance indicators,
- Support Counties in preparation, reviewing and finalizing monthly, quarterly, semi-annual and annual progress reports using the standard report formats,
- Prepare KM and M&E analytical reports including quarterly, semi-annual, annual reports and other reports as they may be required from time to time,
- Support in the periodic updating of the Programme Implementation Manual (PIM),
- Support in the implementation of the Programme KM Strategy,
- Support the Programme and Counties in development of Knowledge Management Products in line with the KM Strategy,
- Identify new areas and analyze existing knowledge management support in Counties and the PCU and support integration of KM aspects in the implementation of activities,

- Identify areas in KM that should continuously be allocated resources in the Programme Annual Work Plan and Budgets by ensuring that KM is integrated in planned activities whenever possible,
- Propose and promote creative solutions for knowledge management in the Programme,
- Regularly monitor and update the Programme Social Media accounts (FB, You Tube and Website) and develop analytical reports from the same,
- Support in the development and continuous improvement of the online and mobile-based tools for data collection, studies and training evaluations,
- Support in the establishment of a strong learning-culture in the Programme by ensuring lessons learnt are continuously applied in implementation of activities,
- Assist in tracking indicators for Knowledge Management in line with the Programme Monitoring and Evaluation Plan and the Logical Framework,
- Ensure ABDP stakeholders have easy-to-access and up to date database of lessons learned, best practices and success stories/case studies,
- Support in preparation and development of the Programme's KM Products such as Newsletters and other visibility materials to showcase the Programme's performance,
- Provide crosscutting analysis related to ABDP's work in the country, especially regarding the programme's contribution to GOK and IFAD mandate of rural development,
- Collaborate with technical units within the Programme to develop and document an evidence base for the Programme impacts,
- Based on documented evidence, develop information and knowledge products in collaboration with other Programme functional leads, public information and reports that demonstrate the role of ABDP in addressing food insecurity and nutrition, and in mainstreaming gender, youth, and vulnerable groups into the aquaculture value chain,
- Support county implementation teams organize, package, utilize and disseminate relevant information to inform Programme implementation and for external audiences,
- Collect lessons learned, best practices and proven innovations in Programme implementation, and disseminate them to stakeholders,

- Support general IT functions such as server management, system and hardware troubleshooting and maintenance, and
- Perform other related duties as may be assigned by the supervisor.

### **Minimum Qualifications**

- Bachelor's degree in Economics, Statistics or a related highly numerate degree Programme in Social Sciences field,
- A Master's Degree in Economics, Statistics or in a related field would be an added advantage,
- A Certificate in Monitoring and Evaluation lasting for not less than 7 days,
- Minimal working experience of 5 years in Monitoring and Evaluation and/or in knowledge management, communication, and general IT support work,
- At least five (5) years' relevant work experience. Experience in similar donor funded projects will be an advantage
- Applicants for this post will be required to satisfy the requirements of Chapter Six of Kenya Constitution 2010 by attaching copies of the following:
  - *Certificate of Good Conduct from the Director of Criminal Investigations;*
  - *Clearance Certificate from the Higher Education Loans Board;*
  - *Tax Compliance Certificate from the Kenya Revenue Authority;*
  - *Clearance from the Ethics and Anti-Corruption Commission; and*
  - *Report from an Approved Credit Reference Bureau.*

### **Desired Attributes and Experience**

- Experience in Monitoring and Evaluation and Knowledge management issues in a busy organization,
- Technologically-savvy and with advanced Computer Literacy skills,
- Strong communications skills, both oral and writing, in English,
- Initiative to assume responsibility for tasks and projects
- Ability to effectively and professionally handle numerous issues, tasks and assignments,
- Knowledgeable on general IT support in a busy organization, and
- Excellent interpersonal, management, organizational and team-working skills.

