

MONITORING, EVALUATION, ACCOUNTABILITY & LEARNING OFFICER

Type of Job	Full-time / fixed-term
Publication date	17 th April 2025
Application Deadline	5 th May 2025
Date to Start	As soon as possible
Duration of the contract	12 months (renewable subject to availability of funding)
Number of persons to fill the position	1
Duty Station	Kigali (with frequent trips to Rusizi and Rubavu Districts)
Link to apply	https://shorturl.at/gUjP3 or jobs.rw@iphr-ipdh.org

Where appropriate, words that import the singular number should include the plural and vice-versa, and words that import the masculine include the feminine and vice-versa.

1. BACKGROUND

Initiatives for Peace and Human Rights (iPeace) is a non-profit organization that works for sustainable peace in the Great Lakes region through education in human rights and good governance. iPeace is legally registered and operational in the DRC, Burundi, and Rwanda with a mission to equip communities and individuals with the knowledge and skills to build a global culture of peace. The organization's vision is to see the Great Lakes region become a place where community members and leaders work together by holding each other accountable in accordance with human rights values and the principles of good governance.

To achieve its mission, iPeace carries out several activities including the provision of free legal aid to cross-border populations, the capacity building of judicial actors, as well as the training of young academics in international humanitarian law and human rights.

It is within this framework that iPeace is looking for a qualified Monitoring, Evaluation, Accountability and Learning (MEAL) Officer to provide technical support to project staff and implementing partners in monitoring, evaluating, researching and learning from the implementation of the project.

2. SCOPE OF WORK

iPeace-Rwanda is looking for an accomplished Monitoring and Evaluation Officer to set up a clear and reliable results-based monitoring, evaluation and learning system for the organization with a specific focus on of the *Uhaki Bila Mipaka* project.

The MEAL Officer will work closely with both the project Coordinator and all project staff to ensure data quality and support the project teams in reviewing the results and impact using participatory approaches.

The MEAL Officer will report directly to the Project Coordinator with regular interactions with the Program Manager.

3. RESPONSIBILITIES

a) Monitoring & Evaluation System Development & Implementation

- Develop and update the project's Monitoring & Evaluation (M&E) plan, including tools, reporting formats, and documentation processes.
- Identify gaps in the M&E system and propose improvements to enhance effectiveness.
- Ensure the implementation of the M&E plan by regularly reviewing and updating performance indicators, methodologies, and reporting formats.

- Promote a results-based approach to monitoring, emphasizing outcomes, impacts, and lessons learned.
- Monitor project activities against the annual work plan, tracking progress, documenting successes, and identifying challenges.

b) Data Management & Reporting

- Design and oversee a computerized data management system for collection, processing, analysis, and secure storage.
- Ensure data quality assurance through validation checks, timely analysis, and accurate reporting.
- Develop dashboards, consolidated reports, and performance indicator reports in line with M&E guidelines.
- Maintain the project database to ensure proper documentation of long-term results.
- Ensure all data storage complies with organizational standards (iPeace).

c) Assessments, Surveys & Evaluations

- Coordinate and ensure the quality of baseline, mid-term, and endline surveys.
- Oversee the implementation of evaluations, studies, and surveys, ensuring methodological rigor.
- Facilitate data-driven decision-making by analyzing findings and presenting actionable insights.

d) Accountability & Learning

- Organize internal and external review meetings to discuss project progress, challenges, and corrective actions.
- Document and disseminate findings, recommendations, and lessons learned from monitoring visits and evaluations.
- Establish and supervise mechanisms for capitalizing on best practices to improve project effectiveness.
- Ensure follow-up on recommendations from audits, evaluations, and monitoring missions.

e) Capacity Building & Coordination

- Identify training needs for staff and partners on M&E tools, data collection, and reporting.
- Organize and facilitate M&E-related training sessions to strengthen team capacity.
- Coordinate with stakeholders to ensure alignment of M&E activities with project goals.

f) Field Monitoring & Supervision

- Plan and conduct field visits, monitoring missions, and supervision activities.
- Ensure findings from field visits are documented, shared, and acted upon.

4. QUALIFICATIONS AND EXPERIENCE REQUIRED

The following qualifications and experience are required from any successful applicants:

a) Education & Experience

- Bachelor's degree in a relevant field (preferably in quantitative data analysis, statistics, social sciences, or related disciplines).
- Minimum 2 years of proven experience in monitoring, evaluation, accountability, and learning (MEAL) within NGO projects.
- Demonstrated expertise in field data collection, including digital surveys (e.g., KOBO) and analysis of quantitative & qualitative data from primary and secondary sources.
- Experience in participatory research methods, such as focus group discussions, case study interviews, and results harvesting.
- Proven ability to coordinate evaluations, including drafting Terms of Reference (ToRs) and managing consultants.

b) Technical Skills

- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Access), including pivot tables and data visualization.

- Strong skills in digital data management tools/platforms (e.g., KOBO, online databases).
 - Ability to design and implement MEAL frameworks, ensuring data accuracy and actionable insights.
- c) *Soft Skills & Competencies*
- Collaborative approach: Ability to coach and train teams on MEAL principles and best practices.
 - Analytical & innovative thinking: Capacity to conduct research, generate new ideas, and solve problems creatively.
 - Communication: Strong written and oral presentation skills, with the ability to convey complex data persuasively.
 - Language proficiency: Fluent in English (required); working knowledge of French (preferred for bilingual partner engagement).
 - Human rights awareness: Knowledge or demonstrated interest in human rights principles is an asset.
- d) *Work Ethic & Availability*
- Self-motivated with the ability to work independently with minimal supervision.
 - Immediate availability to start the position.

5. HOW TO APPLY

iPeace invites qualified candidates for this position to provide the following as a **single PDF attachment** with your name and position (Example: Benard MUGISHA, Monitoring and Evaluation):

- (a) 1-page motivation letter
- (b) Most up-to-date curriculum vitae highlighting key qualifications for the job (**2 pages maximum**) with two references, preferably from the most recent employers/supervisors (emails and phone numbers)
- (c) Copy of the notarized degree as a true copy of the original or of the most qualified certificate
- (d) Work certificates from the most recent employers

Applications will be submitted exclusively online via the following link <https://shorturl.at/gUjP3> or through jobs.rw@iphr-ipdh.org no later than **May 5, 2025 at 5:00 p.m.** local time. Applications from female candidates are highly encouraged

We regret that due to the large number of applications expected; only shortlisted candidates will be contacted and then be invited to the job tests that will be held in person in Kigali at the headquarters of Initiatives for Peace and Human Rights (iPeace). iPeace will not cover any costs that a candidate will incur in responding to this job offer.

Telephone or electronic requests will not be answered.


6. EQUAL OPPORTUNITIES AND THE FIGHT AGAINST CORRUPTION


iPeace is proud to be an equal employment and opportunity employer and affirmative action. We do not discriminate on the basis of race, religion, color, national origin, sex (including pregnancy, childbirth, or related medical conditions), gender identity, age, status as an individual with a disability, or other applicable legally protected characteristics. All employment is decided based on qualifications, merit, skills, and performance needs.

iPeace conducts its business in a professional manner, with integrity and in compliance with applicable laws. As part of its commitment to ethical practices, iPeace does not tolerate any acts of corruption. No person, agent, or organization has been retained by iPeace to receive, guide, or facilitate an application, nor is there any charge for submitting, reviewing, or evaluating an application. Any promise/threat by anyone to positively or negatively influence an application process is null and void.

Done in Kigali, 16th April, 2025

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