



TERMS OF REFERENCE:

MONITORING EVALUATION KNOWLEDGE AND INFORMATION (MEKI) ASSOCIATE, AFRICA

Equality Now is seeking a qualified and experienced consultant to support the monitoring, evaluation, knowledge and information processes of Equality Now's Africa campaigns and projects.

BACKGROUND

Equality Now, is an international women's rights organization founded in 1992 that works to achieve legal and systemic changes that address violence and discrimination against women and girls around the world, with a focus on ending sexual violence, Female Genital Mutilation (FGM), discrimination in law and sex trafficking. Combining grassroots activism with international, regional and national legal advocacy, Equality Now's approach links high level policy advocacy and global activism with support and legal advice to grassroots partners and networks working on specific cases of women and girls in order to promote change at all levels.

In 2000, Equality Now opened its Africa Office in Nairobi to support African activists committed to working for gender equality, drawing support and strength through collaboration. Since then it has developed a portfolio of work across all our key thematic areas, currently collaborating with partner organisations in 15 countries through 13 campaigns and with diverse funding including institutional grants from major international donors and foundations.

Equality Now's approach to monitoring, evaluation, knowledge and information management closely integrates these processes with planning and reporting processes. Internal processes include campaign strategy development, tracking and reviews, quarterly and annual reflections. Major projects are monitored through stand-alone activity tracking and results frameworks that include indicators of progress towards short and long term goals. At their conclusion, the achievements and impact of these projects are assessed and analysed through external evaluations conducted by consultants. We also conduct internal reviews to understand and learn from our work, particularly with regard to new approaches and challenging issues.

RESPONSIBILITIES

The MEKI associate will be responsible for supporting the development and implementation of effective systems and processes to ensure Equality Now Africa understands the effectiveness of its interventions in changing women and girls lives for the better and that we are able to communicate this and the progress we make towards our goals across the organisation, with donors and more broadly.

Managed by the MEKI Manager based in the UK, and working in close coordination with the Africa Regional Coordinator based in Nairobi, the associate's specific responsibilities will include the following:

Programme development and execution

- Support the development of theories of change, results frameworks and M&E processes for campaigns and project proposals.
- Conduct evaluation of baseline data and progress on some project indicators as appropriate.

Campaign and grant monitoring and management

- Support campaign teams in the use of the Campaign Tracking system.
- Oversee the use of M&E frameworks for institutionally-funded projects.
- Participate in maintenance of the Grants Catalogue.

Reporting

- Support the development of reports to donors and internally, ensuring the collection of high quality information.

Research, reflection and evaluation

- Facilitate reflection and learning by the Africa programme team and its partners, particularly in relation to how they are using their data for decision making and engagement.
- Participate in the design and implementation of evaluations and studies.
- Provide technical advice and inputs as appropriate to any research taking place in Equality Now Africa.

Staff and partner support and capacity development

- Provide technical support, training and mentoring to the campaign teams in the use of MEKI systems.
- In coordination with the programme leads, provide technical support to partner organisations in the collection of data for monitoring, evaluation and reporting in line with the requirements of Equality Now and donor organisations.

DURATION AND TIMETABLE OF CONSULTANCY

This consultancy is for an initial six (6) month period starting on January 18th, 2021 or as soon as possible thereafter. It is envisaged that the contract will be extended contingent on the availability of funding and the agreement of both parties.

REQUIREMENTS

Essential criteria

A passion for justice for women and girls and human rights.

Knowledge/qualifications

- Post graduate level in a relevant area.
- Up to date on current thinking about monitoring, evaluation, knowledge and information management.
- Knowledgeable about and committed to the promotion of gender equality and the elimination of legal discrimination, sexual violence, sex trafficking, and harmful practices including FGM and child marriage.
- A feminist.

Experience

- At least 3 years designing and implementing MEKI processes, including for social development programmes and/or projects promoting legal and policy change.
- Experience with qualitative and quantitative M&E data collection and analysis methods, including tracking outcome indicators and conducting program evaluations utilizing mixed methods.
- Experience in developing and applying theories of change, results frameworks and knowledge management tools in a development or advocacy context.
- Proven experience of delivering against demanding targets.
- Proven ability to work independently and prioritise own workload while also being a strong team player.
- Skills in facilitating and coaching others.
- Proficiency in Excel, Word, and other MS Office software required.
- A high standard of written and spoken English.
- Resident in Kenya.

Desirable Criteria:

- Fluent French (written and oral).
- Experience with governance, human rights, gender justice projects or capacity development measurement strongly desired.
- Experienced user of Google Docs and Sheets.