

Job Title:	Monitoring and Evaluation Officer.	Management Level:	
Reports to:	Monitoring and Evaluation Manager	Division/ Department:	Monitoring and Evaluation
Supervises:	None	Location	Lagos, Nigeria
Job Purpose	<p>The Tony Elumelu Foundation is the leading champion of entrepreneurship in Africa.</p> <p>Our objective is to empower women and men across our continent, catalysing economic growth, driving poverty eradication, and ensuring job creation. Founded by African investor and philanthropist, Tony O. Elumelu, in 2010, our mission is implemented through our programmes, research, communities, advocacy, and convenings, including the annual TEF Forum, the largest gathering of entrepreneurs in Africa, and TEFCConnect, Africa's digital hub for entrepreneurs. With a \$100 million commitment to empower 10,000 Africans over 10 years, the Tony Elumelu Foundation has trained, mentored, and funded over 9,000 young African entrepreneurs across 54 African countries through its entrepreneurship programmes, and provides capacity-building support, advisory and market linkages to over 1million Africans through its digital networking platform, TEFCConnect.</p> <p>Whilst self-funded, the Foundation is increasingly carrying out partnership interventions with leading international institutions, such as the EU, the UNDP, and the Red Cross, which permits increased impact and the need to work with external stakeholders in relation to impact measurement.</p> <p>To achieve this, the foundation seeks to build a robust internal M&E system with highly skilled professionals to effectively monitor programme progress and adequately capture the impact and learnings from the programme implementation</p>		
Key Roles & Responsibilities :	<ul style="list-style-type: none"> • Support the design, development, and implementation of monitoring and evaluation systems across 54 countries in Africa. This also includes Strategic Monitoring plans for field-level activities to ensure quality, conflict-sensitive, innovative, and effective M& process. • Provide technical support in proposal development including budgeting and log frame development, monitoring, reflective practice, evaluation, and learning. • Establish appropriate methodologies and strategies to effectively monitor and evaluate programme progress in all regions while 		

	<p>ensuring improved M&E standards around project planning meetings, Impact assessments, data collection tools, monitoring missions, and other research in all regions in Africa.</p> <ul style="list-style-type: none"> • Develop and maintain central and systematic information and knowledge management system whereby relevant project information, data, and lessons of programs are accessible for use as required. • Support external consultant and Data collector recruitment and engagement process while ensuring standards are maintained for all processes of evaluation planning and implementation. This includes all baseline assessments, beneficiary mapping, policy assessment, and final evaluation in all regions of Africa. • Facilitate cross-organizational learning, which includes providing information, guidelines, lessons learned, and user-friendly learning tools. • Work with technical and field teams during reflection sessions to identify key methodologies to enable effective advocacy and campaigning and improve SOPs for selection and mentorship. And ensure that learning is built into ongoing implementation and adequately informs future programming • Develop a systematic method of capturing project success and strengthen team capacity to identify and document outcomes that speak to specific project goals and objectives • Working with the Communications team, supporting content gathering, developing knowledge materials, newsletters, learning booklets, and other communications products • Support the development of case studies and capturing of human-interest stories from project beneficiaries that are suitable for external audiences and share with the communications team for proper development publication • Ensure up to date databases and indicator tracking table for all projects capturing progress against the target while also ensuring standard in implementation according to agreed specification and justification from each activity TOR as they feed into project goals and objectives • Conduct Quarterly Data Quality Assessment to ensure data from all projects meets the required Searches auditory standard and share reports every quarter.
<p>Job-Specific Competencies</p>	<p>Functional:</p> <ul style="list-style-type: none"> • Proven expertise in quantitative and qualitative methodologies, research, reporting, data quality assessments, data analysis and presentation.

	<ul style="list-style-type: none"> • Demonstrated strong management, coordination, teamwork, and planning skills with a proven ability to function effectively with multiple counterparts in private, public, and NGO sectors. • Strong understanding of gender-transformative data collection and measurement, M&E policy, and compliance requirements. • Excellent written and verbal communication skills in English including excellent facilitation skills and demonstrated technical writing skills for publication. • Openness or capacity to think creatively to design business development studies and data collection tools which are inclusive, safe, and ethical across several divides. • Ability to work effectively with diverse national and international teams. • Ability to work in a complex environment with multiple tasks, short deadlines, and intense pressure to perform. • Strong technical skills, including the ability to process and analyze data using one or more statistical software packages – advanced excel, SPSS, and BI tools. • Ability to travel internationally. <p>Behavioural:</p> <ul style="list-style-type: none"> • Holds self and others to account to deliver on agreed goals and standards of behavior • Demonstrates a high degree of professionalism/integrity • Strategic thinking and effective contribution to own work and Organizational development. • Sound judgment and decision-making in complex situations. • Strong emotional intelligence including self-awareness. • Leads by example to motivate high performance from others. • Very strong commitment to continuous learning
<p>Organizational Competencies</p>	<ul style="list-style-type: none"> • Execution Focus • Enterprising • Resilience • Innovation
<p>Qualifications & Experience Required</p>	<ul style="list-style-type: none"> • Master’s Degree and a minimum of 5 years of work experience in monitoring and evaluating programs with an international organization that has a robust M&E component. • Prior experience with a similar organization is preferred. • Experience in developing M&E systems/tools or doing research with business development tools. • Very strong writing skills to meet high-level reporting needs. • Demonstrate language competency in English or French (Required)

Human Resources:

CEO:

M&E Manager
