

# JOB PROFILE

How to Apply for this Job

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Tom Price/Tearfund

## Background on Tearfund

**Who we are:** We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theory of Mission](#)

**Our vision:** To see people freed from poverty, living transformed lives and reaching their God-given potential

**Our mission:** We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

**Our values:** We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

*Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8*

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## Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact [burundirectruitment@tearfund.org](mailto:burundirectruitment@tearfund.org).

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

## Job Profile

<b>Job Title</b>	Monitoring, Evaluation Officer
<b>Group</b>	International
<b>Team</b>	East and Central Africa
<b>Location</b>	Bujumbura- Burundi
<b>Responsible to</b>	Country Director

### Part 1 – Job description

#### 1. Main purpose of the job

The Monitoring, Evaluation Officer is responsible for supporting the quality delivery of the Tearfund Burundi country program through monitoring, and evaluation of the country strategy and projects. He/she will ensure timely, quality data management processes are embedded throughout the project management cycle and partners capacity for monitoring, evaluation, coordination of information and dissemination of project results is high. He/She is responsible for developing, and maintaining databases for proper project documentation. He/she is responsible for ensuring that effective monitoring systems are in place to ensure that Tearfund and its partners are responsive to context and agile to respond to best practice. In addition, She/he will ensure that Tearfund's work is meeting Tearfund's Quality Standards and international standards, working closely with all staff. The role will require significant travel to field sites in the operational area.

#### 2. Position in organisation

- Grade: TBD
- Reports to the Country Director and works closely with the Program Manager and the Program Development Officer;
- No line management responsibility
- Work with Tearfund staff and partners to monitor the quality and status of the implementation of integrated programme wide objectives articulated in the project proposals.

#### 3. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your team.
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theory of mission.
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship.

#### 4. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.

- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

## 5. Duties & Key Responsibilities

### 5.1 Project monitoring, evaluation and reporting

- Work closely with the Country Director and the Program Manager to ensure evidence based measurement of progress towards the Country Strategy and that all country and partner program results frameworks feed into the country strategy results framework.
- Support and work alongside the Program manager to develop and review project monitoring and evaluation (M&E) systems and processes for the Tearfund funded projects through its partners;
- Functionally supervise the program liaisons of partners to ensure the development of Monitoring and Evaluation plans, timely collection of quality data and that data is analysed in real time to inform continuous learning and improvement;
- Undertake regular field visits to project sites to monitor and support M&E activities;
- Ensure all project M & E information is periodically updated in TRACK and that the Country team is regularly aware of program performance based on updated TRACK exports.
- Lead and support project partners in the collection and write up of evidence based on case studies and impact stories for use with donors and external communication channels;
- Contribute and support in the preparation of internal and external project reports, ensuring that the reports are evidence based, disseminated to the relevant team members and that they are coherent and in line with expected standards;
- Provide leadership and coordinate the design, implementation and dissemination of project evaluations,
- Support project partners to conduct needs assessments, /endline data collection and analysis, project routine monitoring and learning as well as development of exit strategies for projects;
- Ensure partners conduct MEAL capacity needs assessments, develop and implement subsequent capacity building plans to close any gaps in MEAL resulting in improved program quality and impact.
- Participate in the design of new projects by ensuring project designs are informed by quality assessments and that all project designs include clear, results chains that feed into the country strategy.
- Work in collaboration with the Regional DMEAL Advisor ensuring that global developments in MEAL are translated into practice to enhance program quality and effectiveness.

### 5.2 Project knowledge management and learning

- Record and follow-up learning from project evaluations and reviews;
- Establish mechanisms to promote cross learning between project partner teams and across other similar projects in the region;
- Support the project implementation teams, partner staff and country office staff to develop skills in the use of relevant technology or electronic approaches to MEAL.
- Participate in the Cluster DMEAL Community of Practice to ensure two way learning by sharing Burundi's experiences and distilling learning from other countries to the Burundi team.

### 5.3 Project quality control and donor compliance

- Assess the activities undertaken and ensure efficient and effective use of resources.
- Support the documentation and dissemination of lessons learnt.
- Ensure that all project information is recorded and organized using effective paper and electronic filing and archiving systems in accordance with Tearfund standard procedures.

- Ensure that all the project narrative and financial reports are submitted on time and in line with donor requirements; paying keen attention to the project measurement M&E guidelines and requirements.
- Establish a beneficiary accountability mechanism for the project and ensure the beneficiary log is responded to in a transparent, ethical manner.
- Ensure the Tearfund Quality Standards are integrated and delivered on throughout the project.

#### 5.4 Project risk management

- Develop and periodically update the Project Risk Register ensuring smooth risk mitigation/management throughout project implementation;
- Ensure project monitoring data is translated into information that enhances the quality of projects implementation;
- Support the partners to conduct periodic risk assessments and prepare appropriate mitigation measures.

#### 5.5. Communication

- Provide stories, posts, images and videos to Global Fundraising and Global Advocacy and Influencing Groups' requirements in a timely manner;
- Ensure stories and comms material from field activities are translated into English, retrievable by UK audience facing teams and catalogued to show date, theme, restrictions and purpose to ensure wide availability;
- Understand the needs of Global Fundraising and Global Advocacy and Influencing Group, using initiative and judgement to provide material of value as and when, outside of any stated requirement;
- Ensure any sign off required at the cluster level is co-ordinated;
- Assisting country offices in adhering to and maintaining Tearfund's brand;
- Proactively sharing material across teams where it could be used for purposes e.g. Footsteps or peer-to-peer learning;
- Advise and support the Country program on communicating with supporters and external audiences.

## Part 2 – Person specification

### Job title: Monitoring and Evaluation Officer

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree or equivalent qualification in Economics, Statistics, Development studies, Rural development or other relevant course</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor degree/studies in Project management, Development studies or Project monitoring &amp; Evaluation</li> <li>• An understanding of Christian relief and development issues</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 3 years' experience in providing M&amp;E coordination or management support to program implementation</li> <li>• Experience in project monitoring and evaluation, information management, and other learning efforts</li> <li>• Experience in the monitoring and evaluation of development sector projects;</li> </ul>	<ul style="list-style-type: none"> <li>• Project Management experience with local/ Christian/ church based NGOs</li> <li>• Donor project monitoring and evaluation management experience preferably for an UK Government funded project;</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience in managing compliance and documentation for donors;</li> <li>• Proven ability to work cooperatively with internal and external stakeholders, and to play a leadership role in convening groups. Astute skills in relationship building and coordination.</li> </ul>	
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Exceptional ability to analyse data and translate it into relevant information for project actors</li> <li>• Mastery the data collection tools such as Kobo collect Tool, etc</li> <li>• Excellent written and verbal communication skills in English, French and/or Kirundi;</li> <li>• Excellent interpersonal skills including sensitivity in cross cultural communications;</li> <li>• Ability to collate, analyse and report data in a clear and coherent manner;</li> <li>• Ability to prioritise and work under pressure;</li> <li>• Ability to influence in a diplomatic manner;</li> <li>• Ability to work with children or vulnerable people in an appropriate and safe manner in accordance with the Tearfund Safeguarding policies.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong IT skills</li> <li>• Open to learn and use new applications effectively;</li> <li>• Understanding of effective church mobilisation approaches</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Committed Christian, emotionally and spiritually mature.</li> <li>• Strength of character that can persevere with initiatives and prove their appropriateness and potential despite pressure otherwise</li> <li>• Team player – in the sense of being practical, desire to support the Tearfund team and partner staff to do the right thing right.</li> <li>• Able to enable people to solve their problems for themselves and belief in the innate capacity of all people to be able to do this</li> <li>• Able to continually understand the role they need to play to enable the system they work in and on to function effectively and efficiently to release people from poverty</li> <li>• Understanding and sensitivity to cross-cultural issues in Rwanda</li> <li>• Committed to enabling people living in poverty transform their lives with their own resources</li> </ul>	

	<ul style="list-style-type: none"> <li>• Flexible and adaptable to ever changing environments</li> <li>• Ability to remain calm under pressure</li> <li>• Diplomatic and determined</li> <li>• An understanding of and a commitment to Tearfund's Mission, Values and Beliefs Statement.</li> </ul>	
<b>OTHER COMMENTS:</b> <ul style="list-style-type: none"> <li>• All roles require a Police check</li> <li>• Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure</li> </ul>		