



Organization: LifeNet International

Location: Burundi

Job Title: Monitoring and Evaluation Analyst

Job Description

Guided by the belief that every individual deserves an equal opportunity to lead a healthy and whole life, LifeNet improves the quality of health systems from the ground up. We are dedicated to strengthening health systems by leveraging existing resources to maximize return on investment and promote local sustainability. Through the framework of a partnership with faith-based health centers, we innovate and implement pragmatic responses to everyday health challenges facing the poor. By 2023, we plan to work in 10 African countries, transforming care for more than 10,000,000 patient visits.

Scope of work

The M&E Analyst will specifically support all projects in the country. S/He will be responsible for all M&E-related project actions (project start-up, implementation and close-out), providing technical M&E work within the health program while collaborating with country program team and regional M&E staff, with specific attention to data quality and use, s/he will be responsible for building capacity of the country staff in all M&E related work based on identified needs i.e. provide technical support on data collection methods, data analysis, data quality assurance and result-based management. S/he will also ensure quality data collected is entered into a data platform, data analysis is completed by project teams and will play a key role in the process of reporting on the impact of the LifeNets programs to donors. The M&E Analyst will conduct frequent visits to field operations to assess the quality of the program, ensure understanding and compliance with M&E procedures and provide guidance and coaching to staff. He will collaborate directly with the regional M&E team based in Kampala.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Percentages are approximate and other duties may be assigned.

Key Result #1 – Ensure effective management of Monitoring and Evaluation Systems (60%)

1. Manage and oversee the collection and organization of information in accordance with LifeNets M&E Systems and Framework.
2. Track performance on established input, activity, output, effect and impact indicators to measure achievement and track progress towards intermediate results and overall program strategic objectives.
3. Provide support to the program team in compiling reports, stressing the importance of data quality, indicator-based reporting and analysis of trends and the achievement of program objectives/outcomes
4. Conduct field visits to the health facilities to mentor and coach facility staff on data collection, reporting and data cleaning to inform program and HMIS/DHIS reports
5. Review reports to ensure accuracy and quality before submission to technical coordinators/managers
6. Facilitate training of health program staff and partners on monitoring and evaluation
7. Develop monthly indicator tracking sheets for monitoring of program achievement on a monthly basis
8. Conduct Project Data Quality Audits of the project where and when needed (i.e. suspicious data corruption with failure to fix it quickly)
9. Participate in the development of the program implementation strategy, annual work plans and other project tools
10. Operationalize and update all data collection and reporting platforms for effective usage by LifeNet staff

11. Work closely with technical team leads to process, analyze and use data to improve management, make necessary adjustments, and assess trends.
12. Manage the correct and effective use of routine monitoring tools including to regularly assess changes in adoption of improved practices, pre/post tests, Quality Score Cards (QSCs), and Barrier Analysis to identify determinants of behaviors so that effective behavior change can be encouraged.
13. Design, plan, coordinate and report on the major periodic events associated with individual programs, namely: baseline survey, mid-term evaluation and final evaluation.
14. Conduct spot checks at the individual site and community level to evaluate adherence to programming standards and visually verify information reported through the normal reporting systems.
15. Compile and present program information for internal monthly, quarterly and annual reports as well as donor required reports
16. Through aggregation of information and analysis at a national level; provide annual progress reports on national level strategic objectives.
17. Consult management on findings of project performances.
18. Ensure that monitoring, data collection and reporting take root in the normal program implementation processes.

Key Result #2 – Ensure facilitation of knowledge building and knowledge sharing in the area of monitoring and evaluation (20%)

1. Provide training and capacity building for LifeNet staff on effective monitoring and evaluation tools and systems.
2. Ensure knowledge management and learning, emphasizing on the use of M&E data for decision making by country staff
3. Ensure transfer of monitoring and evaluation skills to the local community level through participative training and the development of community based systems.
4. Research, collect and share new approaches and tools regarding designing, monitoring and evaluation in order to keep LifeNet at the leading edge in improving health care in Africa.

Key Result #3 – Improve and further develop LifeNets M/E tools and systems. (20%)

1. Further contribute to the development of the M&E System and processes to function more efficiently in providing relevant, timely program assessment information to key stakeholders within the organization as well as external partners and community level groups.
2. Develop a national M&E System to harmonize and where possible, standardize the indicators and processes which are used in different provinces, with different programs and donors.
3. Take a lead role in integrating M&E into new program design and implementation planning at country level.
4. Facilitate the work of any external program evaluators and take a lead role in ensuring follow-up of their recommendations.

EDUCATION and/or EXPERIENCE

Bachelor's degree (BA) from university in a related field, or 3 years related experience and/or training; or equivalent combination of education and experience. Experience in monitoring and evaluating health projects. Previous experience developing or analyzing health outcome metrics.

- A degree in a related field such as public health, epidemiology, international development, economics, statistics or mathematics, business management, or finance, with a strong research and statistical analysis component.



- Strong health facility experience is required.
- Practical experience in data analysis software and Ministry of Health data collection and management tools such as Excel and Access and complex data analysis and presentation.
- Experience with the logical framework approach to M&E and with quantitative, qualitative and participatory M&E approaches
- Analyzing complex organizational problems, identifying innovative solutions, and engaging others to implement, preferably in a limited-resource environment.
- Possess related data analysis, business or management experience.
- Proficiency in Microsoft Office, including an excellent working knowledge of data analysis and graphic representation with Excel and other statistical packages.
- Perform in a highly independent entrepreneurial environment, deliver strong results, and ask for help when needed.

Other Qualifications:

- A very good knowledge of written and spoken French and English, a good speaking knowledge of Kirundi.
- Willingness to work within and alongside faith-based organizations
- Ability to work full-time, 5 days per week, and to do trips upcountry when necessary.

Submitting Applications:

Your application must consist of a cover letter, your curriculum vitae, a copy of your degree and at least two references. Please submit all applications via email to recruiting.burundi@lninternational.org by May 10th 2021. The subject of the email should be "Application for the M&E Analyst position".