



Spark MicroGrants – Monitoring and Evaluation Manager Position Description

Spark MicroGrants

Spark MicroGrants (www.sparkmicrogrants.org) is a young, rapidly scaling organization pioneering a new approach to international aid. Spark proactively reaches out to rural poor villages and helps community members to design, implement and manage their own social impact projects. Since July 2010 we have developed over 100 community partnerships across Rwanda, Uganda and Burundi to spark community-driven impact projects which have included schools, community farms, electricity lines and much more.

Who we are

Spark team members are passionate about our vision to help create a world where everyone will live with dignity and define their own positive future. At Spark our values are what define us and shape the work that we do. While we do recognize that values can and do change over time the following five values have stuck as core principles that guide everything we do and strive to be. We are:

- 1) **Facilitators.** We don't impose; we enable others to generate impact.
- 2) **Community-driven.** We are motivated by what is best for the community.
- 3) **Process-centered.** The how of what we do is just as important as the what.
- 4) **Authentic.** Our vision and values live in everything we do.
- 5) **Passionate.** We are deeply committed to our work and love what we do!

Job Description

The Monitoring and Evaluation Manager monitors, evaluates and reports on Spark's organizational objectives and programmatic work across three countries. This is an exciting opportunity to support Spark's model development and demonstrate our impact to enable rapid scalability. The M&E Manager is responsible for monitoring and reporting on ongoing community-based programs, and organization wide targets and country specific targets across three countries. The Manager is responsible for managing in-country data collection, ensuring quality of and coordinating data collection across the organization. The right candidate must be motivated, independent and passionate about the chance to make a difference in the early stages of a growing organization. The M&E Manager will receive exceptional on the ground experience, have a rare opportunity to contribute to the development of a new model for aid and liaise with rural communities working across sectors and countries to improve their support systems.

Responsibilities

- Work closely with Program Director to strengthen data-driven program development and decision making
- Monitor program and develop targets for organizational and staff outputs
- Review and report on quarterly targets
- Ensure all aspects of data integrity – data collection, entry, checking, cleaning, analysis and reporting
- Manage and report on organizational data from all partner communities to staff and partners
- Lead the evolution and adaptation of existing monitoring and evaluation frameworks and systems
- Ensure that accountability practices are consistent and effective
- Lead facilitation, training and capacity building of M&E and organizational staff
- Coordinate narrative program feedback from stakeholders and translate into reports
- Provide recommendations on program impact, follow-up and long-term sustainability
- Engage with external organizations, resources and research to inform organizational learning and development, and raise the profile of Spark's model and framework
- Provide guidance on the conceptualization of external evaluation, and support on implementation

Location: Musanze, Rwanda or Mbale, Uganda

Preferred Start Date: October 2015

Contract Length: 2 years minimum

Requirements: 1) Minimum bachelors degree, masters preferred. Study in Program Evaluation, Research Methodology, Statistics or related degree essential 2) 2-3 years of professional experience in East or Central Africa 3) Demonstrated



success in past leadership: achieving ambitious, measurable results in academic, professional, extracurricular, or volunteer settings 4) Fluency in English is required.

Qualified applicants must be able to answer ‘yes’ to all of the following questions:

- 1) Do you have experience conceptualizing, developing and implementing a monitoring and evaluation system using participatory methods?
- 2) Do you have experience providing capacity building, training or facilitated learning?
- 3) Do you have strong analytical skills?
- 4) Are you fluent in STATA, SPSS, or a similar programs?
- 5) Are you an experienced user of Salesforce, or a similar program?
- 6) Do you have superior organizational ability and diligence: able to plan well and manage effectively?
- 7) Are you flexible and able to learn and work independently without waiting for external motivation?
- 8) Are you excited about working to bring dignity and inclusion back to development?
- 9) Are you bored when not being challenged?
- 10) Do you thrive in a passionate and entrepreneurial organization?
- 11) Are you able to remain patient, positive and flexible in a dynamic environment?
- 12) Do you enjoy working and building relationships within a multi-cultural team?
- 13) Do you believe in leadership through inclusion, empathy and mutual accountability?
- 14) Do you value the process as much as the end result?

Please submit your application at: http://bit.ly/SPARKMG_monitoringandevaluationmanager_application

We look forward to hearing from you!