MERL Assistant (West Pokot, Kenya)
Terms of Reference

Position Overview: We are seeking a dedicated and motivated individual to join our team as a Monitoring, Evaluation, Research, and Learning (MERL) Program Assistant. This role involves not only contributing to our MERL activities but also providing close supervision and guidance to a team of two MERL Analysts. The MERL Assistant will play a pivotal role in ensuring the accuracy and effectiveness of our data collection, data management, interviewing, and participant engagement processes.

Employer: Perur Rays of Hope (PRoH)

Project Overview:

Through scale-up of the HER Lab Model, a consortium of partners led by Global Give Back Circle and supported by Perur Rays of Hope in West Pokot and three other partners will implement Global Give Back Circle programming designed to increase participation in dignified and fulfilling work for young women in rural Kenya.

The Global Give Back Circle HER Lab Model is a holistic economic empowerment, skills development, and poverty alleviation project targeting Kenya's most marginalized adolescent girls and young women through a holistic workforce readiness and entrepreneurship program. By promoting both workforce/entrepreneurship skills development and personal development, the HER Lab model is a structured pathway to dignified and fulfilling work – and to empowering girls and young women to become advocates, tell their stories, become leaders, and nurture the next generation.

This project is unique in its scope and reach: it reaches Kenya's most marginalized girls and young women, and provides more holistic and comprehensive programming than other similar projects. This position is a chance for candidates to engage in novel, unique, cutting-edge program implementation in gender empowerment.

This position will contribute to the Monitoring, Evaluation, Research, and Learning team, whose overall program contributions involve program monitoring and tracking, internal and external reporting, continuous learning and evidence-based program improvement, participant engagement, and stakeholder engagement.

Key Responsibilities:

1. **MERL Activities**:

- Collaborate with senior MERL staff to design and implement monitoring and evaluation plans for projects and programs.
- Assist in data collection, data entry, and data analysis, ensuring that data is collected accurately and in a timely manner.

- Contribute to the development of interview protocols and survey instruments.
- Participate in interviews, focus groups, and data collection efforts.

2. Supervision and Training

- Provide close supervision and guidance to the MERL Analysts, ensuring they understand their responsibilities and are performing tasks accurately.
- Develop and deliver training sessions to build the capacity of the MERL Assistant and ensure compliance with data collection and reporting standards.
- Conduct regular check-ins and performance evaluations of the MERL Analysts.

3. Data Management:

- Oversee the MERL Assistant's data entry and data management activities, ensuring data accuracy, consistency, and security.
- Collaborate with the MERL Assistant to maintain a well-organized data filing system.
- Assist in the development and maintenance of data dashboards and reports.

4. Participant Engagement:

- Collaborate with the MERL Assistant to foster participant buy-in, trust, and cooperation.
- Help address participant concerns and ensure that their perspectives are accurately represented in data collection and reporting.
- Act as a point of contact for participants and stakeholders when necessary.

5. Reporting and Documentation:

- Contribute to the preparation of reports, summaries, and presentations based on collected data and interview outcomes.
- Assist in the analysis of data and findings, identifying trends and insights.
- Support senior MERL staff in communicating results effectively to internal and external stakeholders.

Qualifications:

- Bachelor's degree in a relevant field (such as social sciences, development studies, or a related discipline).
- Previous experience in MERL activities, data collection, and analysis.
- Strong organizational and project management skills.
- Excellent interpersonal and communication skills.
- Ability to work effectively both independently and as part of a team.
- Proficiency in data management and analysis tools and software.
- Ethical conduct and respect for participant confidentiality.
- Familiarity with Monitoring and Evaluation concepts is advantageous.

Useful info:

- This position will be based at HER Lab in Morpus, West Pokot County. Relocation flexibility is a plus.

We review applications on a rolling basis until the position is filled.

As an equal opportunity employer, we are committed to fostering a diverse and inclusive workplace. We strongly encourage individuals from all backgrounds to apply, with a particular emphasis on supporting applications from women and persons with disabilities.

How to apply:

If you are interested in this opportunity, we invite you to submit your **CV and cover letter** by clicking the link below:

MERL Assistant