

Institutional Monitoring and Evaluation Officer

ROLE SUMMARY

The **Institutional Monitoring and Evaluation Officer** leads the Foundation's institutional monitoring and evaluation (M&E) function to strengthen organizational performance, accountability, learning, and evidence-based decision-making.

The role develops and manages results-based monitoring and evaluation systems, frameworks, tools, and processes; analyzes organizational and program data to generate performance insights; and supports evaluations and learning. It consolidates and analyzes institutional performance information and translates data and evidence into dashboards, reports, findings, and insights that inform strategy reviews, organizational planning, performance improvement, and decision-making.

The role also provides technical guidance and builds organizational capacity in results-based monitoring and evaluation, data analytics, performance measurement, and evidence use across the Foundation.

QUALIFICATIONS

Education

- Bachelor's degree in Statistics, Industrial Engineering, Economics, Development Studies, Public Administration, Social Sciences, Research, or a related field; Master's degree preferred.

Experience

- At least 5 years of relevant experience in monitoring and evaluation, organizational performance measurement, research, or institutional assessment
- Demonstrated experience in developing and implementing M&E frameworks, indicators, and reporting systems
- Strong experience in data analysis, evaluation, and performance reporting
- Experience supporting organizational planning, strategy, or performance management processes
- Experience working with development organizations, donors, government agencies, or multi-stakeholder initiatives

DUTIES AND RESPONSIBILITIES

Results-based Monitoring and Evaluation Systems and Frameworks

- Develop and continuously improve the Foundation's results-based monitoring and evaluation (RBM/M&E) framework, systems, processes, tools, and standards.
- Develop institutional indicators, measurement approaches, data standards, reporting protocols, and evaluation frameworks aligned with strategic priorities and organizational outcomes.
- Develop M&E guidelines, templates, and technical resources for organizational use.
- Monitor application of institutional M&E standards and recommend improvements.
- Coordinate with Operations and ICT to establish and maintain appropriate data structures, information systems, controls, and reporting mechanisms for institutional M&E.

Institutional Performance Monitoring, Data Analytics, and Reporting

- Monitor organizational performance against strategic goals, annual plans, KPIs, and institutional targets.
- Consolidate and validate performance information from units and programs.
- Analyze performance data to identify trends, patterns, progress, gaps, risks, and emerging issues.
- Develop dashboards, scorecards, data visualizations, and analytical reports to support management and Board decision-making.
- Prepare institutional performance and results reports for management, the Board, donors, and other stakeholders.
- Prepare the annual institutional M&E work plan and budget; identify and manage M&E-related risks; and update plans in response to emerging challenges, opportunities, and performance information.
- Review the effectiveness of institutional M&E systems, standards, tools, and approaches, and recommend improvements.

Evaluation and Evidence Generation

- Coordinate institutional evaluations, organizational assessments, and performance reviews
- Design evaluation methodologies, data collection tools, and analytical frameworks and apply appropriate methodological and quality standards.
- Prepare evaluation summaries, evidence briefs, and other analytical outputs.
- Monitor the implementation of evaluation recommendations and related improvement actions.
- Develop and maintain a network of evaluation consultants, research institutions, technical experts, resource persons, and volunteers, and coordinate their engagement for specific assignments within delegated authority

DUTIES AND RESPONSIBILITIES

M&E Capacity, Data Quality, and Governance

- Provide technical advice and build staff capacity in indicator development, performance measurement, data collection, analysis, evaluation, and resultsbased management.
- Develop and maintain data quality assurance processes, and monitor data integrity, documentation, and audit readiness of institutional performance information.
- Monitor compliance with organizational and donor M&E requirements.
- Work with the ICT Officer on data systems, dashboards, and technology-enabled M&E processes.
- Lead or participate in cross-functional teams and specific organizational initiatives, including coordinating work and monitoring delivery when designated as Team Leader.