



Monitoring & Evaluation Officer Terms of Reference (Deadline: 28 March 2016)

Background

18% of women and girls in Rwanda miss out on work or school because of the lack of physical and social accessibility and affordability of sanitary pads or because of myths, taboos and beliefs attached to menstruation and menstrual Hygiene management, thus having limited knowledge and skills of proper Menstrual Hygiene Management.

Quite apart from the personal injustice, and the larger issues of health and dignity, we're also talking about a potential GDP loss of \$115,000,000 in Rwanda. It's bad business. Bottom line.

At SHE, we're tackling this challenge by manufacturing and selling affordable, locally-made sanitary pads and providing Menstrual Hygiene Management (MHM) education. We're looking for someone to help us measure and demonstrate the impact we're having in girls' lives.

Job Summary and Key Priorities

SHE seeks to grow its team through the addition of a Monitoring & Evaluation Officer. The M&E Officer will play a critical role in ensuring that SHE's products and health education initiatives are having a positive impact in girls' lives, through systematic data collection and evaluation. This person will additionally lead the implementation and analysis of SHE's interventions in a trial to test the effects of pads alone and pads coupled with MHM education. We are looking for a proven leader with expertise in project management, monitoring & evaluation, and with experience working with adolescent girls.

Key priorities will include:

- Ensure that SHE's interventions are implemented to utmost quality and adherence to protocol in a trial to be implemented in 2016
- Analyze data from above trial to measure impact of SHE's interventions
- Monitor program activities to ensure quality and accuracy of outputs, outcomes and impact vis-à-vis contractual and grant commitments

Responsibilities

- Analyze data collected from existing post-tests
- Implement baseline survey and post-test to evaluate health outcomes of our pad and MHM education intervention
- Analyze data collected from health outcome survey
- Support the optimization and finalization of SHE's pad distribution and MHM education by supporting data collection and evaluation methods to feed product development
- Ensure effective continual project documentation for quality reporting to stakeholders including project funders and lead in M&E reporting to the funders
- Work with M&E Consultant, Marketing & Research Officer, and Business Operations Manager, to set and implement an organizational M&E strategy to support program evaluation and product and service development
- Advise and manage staff on M&E integration in projects and programs including creating or verifying survey protocols and implementation plans for data collection
- Support Marketing & Research Officer in conducting focus group discussions where necessary and build staff capacity in these areas
- Build capacity of ZAF and ZAG staff to integrate increased M&E theory into their work
- Collaborate with SHE Rwanda and SHE Global teams to ensure grant deliverables are complete
- Coordinate efforts, led by the Director of Marketing & Partnerships, to maintain active blogging on insights and findings on SHE site
- Participate in donor cultivation meetings and grant writing as necessary to help secure ongoing funds for the collection of insights and data with girls and possibly other topics
- Recruit and oversee team of temporary enumerators if needed
- Data entry and analysis of MHM journals if needed

QUALIFICATIONS

Applying candidates must meet the following qualifications:

- Hold a bachelor's degree in Public Health, Community Health Development, Economics, Business, Project Management, Social Sciences or a related field
- Proven success in leading monitoring and evaluation programs, including design, implementation, and analysis
- Demonstrated interest in social impact.
- A strong understanding of women's and girls' health, development and policy practices including from both field work and engaging with government, civil society, and private sector stakeholders
- Fluency in English (oral and written)
- Fluency in Kinyarwanda (oral and written)

- Willingness to engage in continuous learning and move beyond your comfort zone
- A positive, can-do attitude and sense of humor
- Strong preference given to in-country applicants

HOW TO APPLY

Qualified candidates are requested to submit their CV and cover letter to Yvonne@sheinnovates.com by **28 March 2016**.

Only short-listed candidates will be contacted.