Terms of Reference (TOR) for Head of Knowledge Management, Monitoring, Evaluation and Learning (KM-MEL)

Position Title: Head of Knowledge Management, Monitoring, Evaluation and Learning

Location: Kigali, Rwanda

Deadline: 19 June 2024

Background: Never Again Rwanda (NAR) is a non-governmental organization committed to promoting peace, social justice, and reconciliation in Rwanda. NAR works towards building a society where citizens are active participants in sustainable development and where their rights are respected. As part of its commitment to organizational effectiveness and impact measurement, NAR is seeking to recruit a dynamic and experienced individual to fill the position of Head of Knowledge Management, Monitoring, Evaluation & Learning (KM-MEL).

Purpose of the Position: The Head of KM-MEL will lead the design, implementation, and management of a comprehensive knowledge management, monitoring, evaluation, and learning framework within NAR. This role will be crucial in ensuring that NAR’s programs are evidence-based, impactful, and aligned with organizational objectives. The incumbent will provide strategic direction, technical expertise, and leadership in all aspects of KM-MEL activities to support NAR’s mission and vision.

Key Responsibilities:

- Develop and oversee the implementation of NAR’s KM-MEL strategy, ensuring alignment with organizational goals and donor requirements.
- Lead the design and implementation of monitoring and evaluation systems for all NAR programs and projects, including the development of logical frameworks, indicators, data collection tools, and data analysis methodologies.
- Manage the collection, analysis, and reporting of program data, including regular progress reports, impact assessments, and evaluations.
- Provide technical guidance and capacity building support to program staff on monitoring, evaluation, and learning methodologies, tools, and best practices.
- Facilitate the dissemination of lessons learned, best practices, and success stories internally within NAR and externally to stakeholders, donors, and partners.
- Lead efforts to document and institutionalize knowledge generated through NAR’s programs, ensuring that it is accessible, usable, and contributes to organizational learning.
- Foster a culture of learning and continuous improvement within NAR by facilitating reflection sessions, learning events, and knowledge sharing platforms.
- Liaise with external consultants, researchers, and partners to support the conduct of external evaluations, studies, and assessments as needed.
- Represent NAR in relevant forums, workshops, and conferences related to monitoring, evaluation, and learning.
Qualifications and Experience:

- Master's degree in a relevant field such as social sciences, international development, monitoring and evaluation, or knowledge management. A PhD would be an advantage.
- At least 7 years of progressive experience in monitoring, evaluation, and learning roles, preferably within the international development sector. Knowledge in Governance, Peace building and Human rights is a plus.
- Demonstrated expertise in designing and implementing monitoring and evaluation systems, including proficiency in quantitative and qualitative data analysis techniques.
- Strong knowledge management skills, including experience in knowledge capture, sharing, and utilization within organizations.
- Proven leadership and management abilities, with experience in leading teams and building capacity of staff in monitoring, evaluation, and learning methodologies.
- Excellent written and verbal communication skills, with the ability to communicate complex technical information to diverse audiences.
- Familiarity with donor requirements, including USAID, FCDO, EU, SIDA, SDC agencies, and other international donors, and experience in preparing donor reports and proposals.
- Strong analytical and problem-solving skills, with the ability to think strategically and innovatively.

Reporting and Location: The Head of KM-MEL will report directly to the Executive Director of Never Again Rwanda and will liaise with Deputy Executive Director and Director of Programs. The position will be based at NAR’s headquarters in Kigali, Rwanda, with occasional travel to field locations as required.

Application Process: Interested candidates who meet the above qualifications should submit a cover letter, detailed CV, and three professional references to info@neveragainrwanda.org no later than 19 June 2024. Please indicate "Head of KM-MEL" in the subject line of your email. Only shortlisted candidates will be contacted for interviews.

Never Again Rwanda is an equal opportunity employer and encourages applications from qualified individuals regardless of race, ethnicity, religion, gender, sexual orientation, disability, or age. We thank all applicants for their interest in joining NAR, but only shortlisted candidates will be contacted.