



Scope of Work

USAID Southern Africa Mobilizing Investment Monitoring Evaluation and Learning (MEL) Manager

POSITION	MEL Manager	
PERIOD OF PERFORMANCE	March 2025	September 2027
BASE OF OPERATIONS	Johannesburg, SA	
GRADE	10	
POSITION REPORTS TO	Chief of Party	

The purpose of USAID Southern Africa Mobilizing Investment is to catalyze and mobilize greater volumes of private capital into sectors that can increase employment, decrease poverty, and reduce inequality within the Southern Africa Region. USAID Southern Africa Mobilizing Investment will use a market systems approach to accelerate investment and inclusive economic growth in Southern Africa. As a market facilitator, DAI will work with and through the private sector to identify investment opportunities and use de-risking (Component 1) to align incentives and mobilize capital while strengthening the skills, relationships, and sharing of information and knowledge on sources and flows to influence change in market behavior and dynamics across the investment ecosystems (Components 2, 3, and 4).

1. Objectives of the assignment

The MEL Manager will design and manage systems for data collection, monitoring and evaluation (M&E), and knowledge management (KM). S/he will ensure that the project team generates data and learns from project activities on an ongoing basis to identify the highest return opportunities, ensure effective KM, inform the project's adaptive management approach and improve project accountability and effectiveness. May directly supervise the MEL staff if positions are added.

2. Tasks & Responsibilities

In order to achieve the results identified in the SOW, the MEL Manager will work in collaboration with other technical leads, technical staff, partners, and STTAs to carry out a variety of activities under the MEL component, and have the following specific responsibilities:

- Oversee development and maintenance of the Monitoring, Evaluation, and Learning (MEL) Plan. M&E tools, including, but not limited to the MEL database, surveys, data collection tools, etc.
- Develop and oversee the Program knowledge management strategy, including development and dissemination of materials.
- Design evidence-based approach to test new approaches, assess best practices and capture learning to enable scale-up.

- Develop/actualize the project's learning agenda, including answering and assessing learning questions based on data collected and industry/stakeholder interactions.
- Design and lead rigorous baseline and specialized assessments of technical activities to determine efficacy of proposed interventions and measure Project impact.
- Support M&E and technical teams to develop activity indicators, with regard to USAID earmark requirements, and targets and gather quantitative and qualitative data related to those indicators and targets.
- Ensure the disaggregation of data as required and the appropriate measurement of the GfS gender, equity and youth goals.
- Work with technical teams to develop appropriate M&E plans for each activity during implementation.
- Conduct participatory M&E of technical field activities to measure quantitative as well as qualitative impact.
- Lead M&E and performance management reporting.
- Contribute, as needed to the work of other technical leads in designing appropriate sector monitoring systems and integrating data for decision-making.
- Contribute to, and participate in, project reporting, events, and learning activities – particularly the Annual Pause and Reflect sessions.
- Contribute to the grants portfolio objectives and actively support the grants team with their deliverables.
- Data processing, data validation and perform statistical data analysis as required by the project.
- Participate in preparation of quarterly and annual reports and lead the preparation of the MEL sections of the reports.
- Ensure data quality assurance to comply with USAID/DAI requirements for project indicators-based reporting.
- Directly supervise MEL staff as required.

3. Qualifications

- Advanced degree in statistics, sociology, demographics, finance, accounting/audit, economics or other field related to monitoring, evaluation and learning.
- At least 10 years of experience in monitoring, evaluation and learning of donor funded development activities, including implementation of baseline and midline surveys and managing large M&E databases.
- Supervisory experience is strongly desired.
- Demonstrate knowledge of USAID MEL requirements and reporting protocols, preferred.
- Experience in development and implementation of learning agendas, including knowledge management and documentation learning,

Base of Operations and Reporting

The Monitoring, Evaluation and Learning Manager will be based in Johannesburg (Rosebank), South Africa and will report to the Chief of Party, USAID Southern Africa Mobilizing Investment Project. The indicative start date is March 03, 2025. The ideal candidate is an individual who is flexible, and able to work under pressure and longer hours when required.

Applications

To apply, email your CV and supporting documents no later than **Friday 07th February 2025** to mi-recruitment@mobilizing-investment.com with the position name as a subject line.