



## Job Re-advertisement

### MONITORING & EVALUATION OFFICE- RYAF YEFFA

#### Position Overview:

Rwanda Youth in Agribusiness Forum (RYAF) has signed framework contract with AGRA for the implementation of Project Entitled "Unlocking Youth Employment Opportunities through Agri-food Systems in the Eastern Province of Rwanda Project" and project will be implemented in Consortia framework with other partners. The project intends to enhance creation of dignified and fulfilling work opportunities for young men and women through capacity strengthening and linking to sustainable job pathways in agriculture by 2027.

The role of RYAF is to undertake the Mobilization of the youth and ensure 300,000 (70% are women) youth are mobilized and participated in the program and also ensure 300 Ha of land are advocated from the government, cooperative or private farmers and be leased to youth under the program for Agriculture production.

The RYAF Project M&E Officer will play a pivotal role in ensuring effective monitoring, evaluation, and learning within the "Unlocking Youth Employment Opportunities through Agri-food Systems in the Eastern Province of Rwanda Project." This individual will lead RYAF's M&E efforts, overseeing the collection, analysis, and utilization of data to track project progress, assess impact, and facilitate evidence-based decision-making.

#### Key Responsibilities:

##### M&E System Development:

- Design and implement a comprehensive M&E framework, including indicators, data collection tools, and reporting mechanisms, in alignment with project objectives and donor requirements.
- Develop M&E plans and protocols to guide data collection, analysis, and reporting throughout the project lifecycle.
- Establish data quality assurance procedures to ensure the accuracy, reliability, and completeness of collected data.

##### Data Collection and Management:

- Coordinate the collection of baseline data and regular progress updates on project activities, outputs, and outcomes.
- Manage databases and information systems for storing, organizing, and analyzing project-related data.
- Collaborate effectively with AGRA Partners (Like BK Techouse) and ensure access on the database for the youth mobilized and Acreage of land availed for the youth under program.
- Conduct field visits and interviews to gather qualitative and quantitative data from project participants, stakeholders, and beneficiaries and develop a report reflecting consortia intervention progress, toward required quality toward creating dignified and fulfilling jobs.

##### Monitoring and Reporting:

- Monitor project implementation against planned activities, timelines, and targets, identifying deviations and challenges.
- Prepare periodic progress reports, dashboards, and presentations on key performance indicators, achievements, and lessons learned.
- Ensure timely submission of M&E reports to project Manager, a report ready to be shared with consortia members, and AGRA, highlighting *successes, challenges, and recommendations*.

##### Impact Assessment and Learning:

- Lead efforts to assess the impact and effectiveness of project interventions on youth employment.
- Conduct evaluations, surveys, and studies to measure changes in knowledge, attitudes, and behaviors among project beneficiaries.
- Facilitate learning workshops, reflection sessions, and knowledge-sharing events to promote continuous improvement and adaptive management.



### Capacity Building and Support:

- Provide training and technical assistance to RYAF Staff at the secretariat, project staff, partners, and stakeholders on M&E concepts, tools, and methodologies.
- Strengthen the capacity of RYAF and consortium partners to collect, analyze, and utilize M&E data for decision-making and accountability.
- Foster a culture of learning and evidence-based decision-making within the project team and consortia members.

### Qualifications and Skills:

- Bachelor's or Master's degree in Monitoring and Evaluation, Statistics, Project Management, Agriculture Economics and/or Agribusiness, Development Studies.
- Minimum of 3 years of relevant experience in M&E, or proven MEL related assignment preferably in the context of youth empowerment, agriculture, or rural development projects.
- Proficiency in M&E methodologies, including quantitative and qualitative data collection and analysis techniques.
- Strong analytical and problem-solving skills, with the ability to interpret and synthesize complex data sets.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders.
- Having ability to do the presentation (Presentation skills)
- Proficiency in data management and analysis software such as Excel, SPSS, STATA....
- Familiarity with donor M&E requirements and standards, like AGRA AMIS or similar system of MEL system
- Female candidate is encouraged to apply

### Duration and Reporting:

- The position is for one year with possibility of Extension depending on performance or fund availability.
- The Project M&E Officer will report directly to the Project Manager of RYAF and collaborate closely with project teams, partners, and donors on M&E activities and reporting.
- Prove flexibility and readiness to work in the field across the country, particularly in the Eastern province.

### Application Modalities

The following are the key guidelines to apply for the above job offer:

1. Motivation letter addressed to the **RYAF Chief Executive Officer**.
2. Updated **SIGNED** Curriculum Vitae of not more than 3 pages with at least 3 professional references, Degrees and certificate copies.
3. Copy of National Identification Card (ID)
4. Soft copies must be submitted to the email: [ryafrecruitment@gmail.com](mailto:ryafrecruitment@gmail.com) not later than Friday 6<sup>th</sup> December 2024, **23:59 PM**.
5. Application will be sent in a single PDF file, separate documents will not be considered, mention the position name in the email subject.
6. Shortlisted candidates will be contacted for the next stage of the selection process.

Done at Kigali, on 28<sup>th</sup> November 2024.

Jean Marie Vianney RWIRIRIZA  
RYAF Chief executive officer

