

MERL Analyst (West Pokot, Kenya)

Terms of Reference

Position Overview: We are seeking a detail-oriented and motivated individual to join our team as a MERL Analyst. The MERL Analyst will play a crucial role in supporting our organization's Monitoring, Evaluation, Research, and Learning activities. This position involves data collection, data entry, conducting interviews, and ensuring participant buy-in, contributing to the overall success of our projects and programs. The ideal candidate will be organized, possess excellent communication skills, and have a strong interest in research and program evaluation.

Employer: Perur Rays of Hope (PRoH)

Project Overview:

Through scale-up of the HER Lab Model, a consortium of partners led by Global Give Back Circle and supported by Perur Rays of Hope in West Pokot and three other partners will implement Global Give Back Circle programming designed to increase participation in dignified and fulfilling work for young women in rural Kenya.

The Global Give Back Circle HER Lab Model is a holistic economic empowerment, skills development, and poverty alleviation project targeting Kenya's most marginalized adolescent girls and young women through a holistic workforce readiness and entrepreneurship program. By promoting both workforce/entrepreneurship skills development and personal development, the HER Lab model is a structured pathway to dignified and fulfilling work – and to empowering girls and young women to become advocates, tell their stories, become leaders, and nurture the next generation.

This project is unique in its scope and reach: it reaches Kenya's most marginalized girls and young women, and provides more holistic and comprehensive programming than other similar projects. This position is a chance for candidates to engage in novel, unique, cutting-edge program implementation in gender empowerment.

This position will contribute to the Monitoring, Evaluation, Research, and Learning team, whose overall program contributions involve program monitoring and tracking, internal and external reporting, continuous learning and evidence-based program improvement, participant engagement, and stakeholder engagement.

Key Responsibilities:

1. Data Collection:

- Collaborate with the MERL team to develop and implement data collection strategies.
- Collect qualitative and quantitative data from various sources, including surveys, interviews, and focus groups.
- Ensure the accuracy and completeness of collected data and troubleshoot any data collection challenges that arise.

2. Data Entry and Management:

- Organize and enter collected data into databases or designated systems.
- Perform data cleaning, validation, and quality checks to maintain data integrity.
- Create and maintain a well-organized data filing system for easy access and retrieval.

3. Interviews and focus groups:

- Conduct structured interviews with project participants, beneficiaries, and stakeholders to gather valuable insights and feedback.
- Document interview findings accurately and succinctly, highlighting key points and trends.
- Ensure a professional and ethical approach during sessions, respecting participant confidentiality and privacy.

4. Participant Buy-In:

- Work closely with project participants to foster engagement, trust, and collaboration.
- Communicate the goals and benefits of the projects to participants, addressing any concerns and building rapport.
- Act as a liaison between participants and the organization, facilitating open communication and mutual understanding.

5. Reporting and Documentation:

- Assist in preparing reports, summaries, and presentations based on collected data and interview outcomes.
- Contributes to the development of dashboards, graphs, and visualizations to communicate findings effectively.

6. Team Collaboration:

- Collaborate with the MERL team to make data-driven recommendations.
- Participate in regular team meetings to provide updates on progress, challenges, and insights.

Qualifications:

- Bachelor's degree in a relevant field (such as social sciences, women's studies, development studies, or a related discipline).
- Prior experience in data collection, data entry, and qualitative/quantitative research methods.
- Excellent communication and interpersonal skills.
- Strong organizational skills and attention to detail.

- Proficiency in using data collection tools and software.
- Ability to work independently and as part of a team.
- Ethical conduct and respect for participant confidentiality.
- Flexibility to travel for fieldwork when required.
- Familiarity with Monitoring and Evaluation concepts is a plus.

Useful info:

- This position will be based at HER Lab in Morpus, West Pokot County. Relocation flexibility is a plus.

We review applications on a rolling basis until the position is filled.

As an equal opportunity employer, we are committed to fostering a diverse and inclusive workplace. We strongly encourage individuals from all backgrounds to apply, with a particular emphasis on supporting applications from women and persons with disabilities.

How to apply:

If you are interested in this opportunity, we invite you to submit your **CV and cover letter** by clicking the link below:

[**MERL Analyst- West Pokot Kenya**](#)