**JOB DESCRIPTION**

**ESSENTIAL JOB DUTIES/SCOPE OF WORK:**

**Essential Duties and Responsibilities include the following. Other duties may be assigned.**

**SCOPE OF ROLE:**

Under the supervision of Senior MEAL, and in collaboration with project staff, the M&E Assistant is contributing to the implementation of M&E activities in the field, by collecting data and information about project achievement and beneficiaries. M&E activities may include (but are not limited to) monitoring visits at project sites, post-activity monitoring (e.g. -post-distribution monitoring), KAP survey, evaluation survey, satisfaction, and quality monitoring and verification of beneficiaries’ identity.

Under the supervision of Senior MEAL, M&E Assistant will

* Collect data in the field for Monitoring and Evaluation activities in direct contact with beneficiaries and communities targeted by project, Under the supervision of Senior MEAL
* Manage feedback received and ensuring a timely and appropriate follow-up if needed
* Ensure quality of data and other information collected in the field
* Contribute to improve analysis of data collected and reporting by providing inputs from the field
* Conduct field monitoring visits as appropriate.
* Report observations done on the field during M&E activities
* Keep good contact with beneficiaries and representatives in DAMA area of intervention
* Provide guidance and support to the teams of enumerators (daily workers) by leading them during field activities
* Support programs with conducting assessments as needed, facilitate focus groups and other qualitative data collection exercises.
* Any other duties as may be assigned by the Line Manager