

MONITORING AND EVALUATION OFFICER INADES-FORMATION RWANDA

1. Presentation of INADES- Formation Rwanda

The Institut Africain pour le Développement Economique et Social (INADES-Formation) - Centre Africain de Formation is an international association established under Ivorian law. The General Secretariat (its international headquarters) is based in Abidjan (Côte d'Ivoire). It is presented in ten (10) African countries: Burkina Faso, Burundi, Cameroon, Chad, Côte d'Ivoire, DR Congo, Kenya, Rwanda, Tanzania, and Togo. From these countries, INADES- Formation Rwanda intervenes in other neighbouring countries, notably within the framework of advocacy platforms. INADES- Formation Rwanda's mission is "to work for the social and economic advancement of populations, giving particular importance to their free and responsible participation in the transformation of their societies".

Through this mission, INADES- Formation Rwanda is committed to helping African populations, and particularly the most disadvantaged, to organize themselves to take their destiny into their own hands. INADES- Formation Rwanda's target audience consists of farmers and their organizations (self-help groups, agricultural producers' cooperatives, women's and youth organizations, networks of farmers' organizations, local communities, development mutuels, etc.), local authorities, NGO workers, agents of parastatal development institutions, and civil society organizations.

INADES-Formation Rwanda has been operational since 1975 under the IF headquarters' agreement and was incorporated as a national association in 1976 in Rwanda. It operates through a National Office based in Kigali, Rwanda. Its activities cover all districts across the country, and a Board of Directors oversees the national office.

To ensure the Monitoring and Evaluation of implemented activities, especially the activities of Joint Programme on Accelerating Progress Towards Women's Economic Empowerment (JP-RWEE) in Rwanda, INADES-Formation Rwanda is recruiting a Monitoring and Evaluation Officer to be based at Kigali Office, Located in Remera Sector, Gasabo District, Kigali City.

2. General Duties and Responsibilities of the Monitoring & Evaluation Officer

The Monitoring & Evaluation Officer will mainly provide technical assistance and strategic oversight in the field of monitoring, evaluation and learning to the JP-RWEE project. He/she will support project coordinator and field officers in collecting and managing data. Through the data analysis, he / she will play an important role in project management and often help build capacity in performance and impact measurement within INADES- Formation Rwanda.

S/he will ensure that activities are implemented according to approved plan towards expected objectives. S/he will also be supporting the development of additional INADES- Formation Rwanda activities and new opportunities in the country, in particular opportunities aiming at improving and sustaining the achievements from JP-RWEE project. He/She will manage data collection and analysis, and producing regular reports to assess project effectiveness and inform decision-making;

He/She will suggest improvements to the project's logical framework and overall implementation based on monitoring data.

3. Terms and conditions of employment

Job title	M&E Officer
Location-Country of assignment	Remera, Kigali-Rwanda, with domestic travel options (monitoring and evaluation)
Line manager	Director of Programs
Nature and duration of contract	Fixed-term contract (CDD) of one (1) year with the possibility of renewal based on availability of funds and performance of the staff.
Probable starting date	November 16 th , 2025
Salary	According to salary scale
Contract Length	From 16 November 2025 to 30 November 2026 - Fixed term contract
Employee benefits	Insurance and other benefits in accordance with the articles of association

4. Job description

Specific job description of the M&E Officer:

- ✓ Develop and strengthen the procedures for monitoring, inspection, and evaluation of IFR;
- ✓ Provide technical support to perform monitoring, data collection and validations, planning, quality controls, accountability mechanisms, results reporting, assessments, and evaluations;
- ✓ Monitor all project activities, expenditures, and progress toward achieving their outcomes especially the JP-RWEE project;
- ✓ Support the review the project documents, work plans, progress reports based on planned activities to assess progress made in the implementation of the JP-RWEE project activities;
- ✓ Provide inputs, information, and statistics for quarterly, annual, and other reports to the IFR project management team and support the regular production of reports according to the commitments of INADES- Formation Rwanda towards its donors and local government institutions (districts, RGB)
- ✓ Participate in annual project reviews and planning workshops, and assist the project manager in preparing relevant reports;

- ✓ Evaluate the appropriateness of methodologies / technologies used for implementing the project activities, identify bottlenecks in the completion of project activities to propose strategies for improving efficiency and effectiveness, and to create conditions for the sustainability of achievements.
- ✓ Support the development of tools used for monitoring and evaluation and propose adjustments to facilitate the measurement of indicators defined in projects implemented by INADES-Formation Rwanda and its partner;
- ✓ Track and report on the extent to which the project's outputs have been achieved considering the indicators given in action plan document;
- ✓ Support the logistic organization during the effective monitoring and evaluation of the project by partners;
- ✓ Liaises with project beneficiaries to collect and analyzes data of the project implemented by INADES-Formation Rwanda and its partners;
- ✓ Support technical work such as reviewing M&E methods, designing M&E tools and providing M&E technical assistance;
- ✓ Contributing to INADES- Formation Rwanda learning processes of implemented project and track the best practices in the process of monitoring and evaluation;
- ✓ Monitor projects progress through field visit as may be required, offers feedback and keeps regular communication with related staff and project managers;
- ✓ Detect new opportunities to develop project and contribute to project proposals elaboration aiming at improving and sustaining the achievements of JP-RWEE project.

5. Data linked to the job

Budget: JP-RWEE project' budget (based on contract signed with donors)

Authority to represent INADES-Formation Rwanda, the M&E can represent INADES-Formation Rwanda at a local, national when mandated by the Country Director.

Power of signature: NA

Authority over personnel: Field officers.

Interaction

Internal:

- Programme Director
- Director of Administration and Finance
- Project Coordinator(s)
- Technical Projects officers
- Finance team
- Field technical officers
- Driver

Other External:

- Regular Contacts to Partners involved in JP-RWEE project especially Donors' M&E Officers
- Others: M&E INADES-Formation from INADES International Network when mandated by the Country Director.
- Current or potential Donors
- Local Authorities
- Local and International Auditors when required.

Job Profile and Key technical knowledge and experience required

- ✓ Minimum a bachelor's degree in agriculture, statistics or economics with experience in agriculture sector or in project planning and management or Monitoring & Evaluation.
- ✓ At least 3 years of work experience in extension services in local or international NGO, preferably in agriculture, livestock, insect farming, One health promotion and or animal production research and related extension. Experience with international donor and or UN agencies funded projects is an added advantage.
- ✓ Demonstrated ability through prior experience in evaluating and supervising data quality, developing and refining data collection and analysis tools.
- ✓ Experience in planning and managing surveys and gender-related analyses
- ✓ An advanced certificate in M&E is an added value
- ✓ Good mastery of Project Cycle Management and specifically in monitoring and evaluation methods and knowledge of Monitoring and Evaluation concepts, systems and tools;

Skills

- Computer Skills (word, PowerPoint, internet, excel...);
- Conversant with digital data collection tools, e.g. Kobo Toolbox;
- Familiar with WEAL related to women empowerment impact evaluation;
- Analytical Skills;
- Organizational Skills;
- Communication Skills;
- Writing Skills (report writing, project proposals writings);
- Team working Skills;
- Time management Skills;
- Honesty, integrity, openness, and respect to others
- Persuasive and able to work with different cultural settings, culturally sensitive

Languages

- ✓ Excellent written and spoken Kinyarwanda, English and French
- ✓ Excellent writing and reporting skills
- ✓ Good oral presentation in front of different groups of interlocutors
- ✓ Good interpersonal communication with excellent listening skills.

Attitudes

- ✓ Respectful of others and other cultures
- ✓ Ownership of INADES-Formation Rwanda's values, mission and vision
- ✓ Is of unimpeachable integrity and expects the same from others
- ✓ Excellent participatory approach, flexible and patient
- ✓ Have a learning attitude.

Other requirements

- ✓ Being a Rwandan nationality
- ✓ Being at least twenty five (25) years old
- ✓ Holding a driving license category B.

6. Application

Application files must include:

- An application letter in French.
- A detailed curriculum vitae (4 pages maximum) in an effective and comprehensible format, with a current photo and contacts of three (3) professional references.
- Notarized copies of degrees.
- Copies of professional trainings if any.
- A photocopy of an identity document.
- Certificates of employment.
- Any other documents deemed necessary.

Applications addressed to the Country Director of INADES- Formation Rwanda, bearing the words “*Application to the position of Monitoring and Evaluation Officer - INADES- Formation Rwanda*”, must be sent to INADES- Formation Rwanda via physical deposit at the National Direction of INADES- Formation located in Kigali, Remera or electronically sent at the email address: inadesformation.rwanda@inadesfo.net no later than November, 5th 2025, at 5 p.m. sharp (Local time).

NB: Applications from women are strongly encouraged. Incomplete, non-compliant or late applications will not be considered. INADES- Formation Rwanda reserves the right to contact only shortlisted candidates.

Done at Kigali on 28/10/2025



Désiré BIMENYIMANA

Country Director of INADES- Formation Rwanda