**RED Universal Consulting
Call for M&E Trainee Mentees**

#  firm-background

Research, Evaluation & Development (RED) Universal Consulting is a specialist consultancy providing customized Monitoring and Evaluation (M&E), project-support, and advisory services in economic-development, governance, education, health, power, and renewable-energy sectors within the international development arena.

# VACANCY-TITLE

# M&e trainee mentees

# PURPOSE OF THE POSITION

M&E is a core unit, function, and task within any organization. Most organizations within the public and private sectors are held accountable for monitoring, reporting results, and impact of work/services rendered. Doing so, helps with lesson learning, developing an internal project/organizational culture of data-collection; data-based decision making; resource- tracking; value for money maximization; and information dissemination to clients and stakeholders.

RED Universal Consulting follows the Donor Committee on Enterprise Development **(DCED) standard on results measurement**, which seeks to measure *inputs/activities* of a given intervention/program vis-à-vis the results chain and desired *outcomes/impact.*

The position is therefore for anyone looking to build a career path as an M&E professional or gain new skill-sets from the variety of M&E training courses offered by RED Universal Consulting. High School Certificate Holders, Undergraduates, or Masters level graduates who studied economics, international development, public policy, public affairs, statistics, computer science, mathematics, and or other M&E related courses/majors looking to gain practical experience to complement theory course-work gained while at school will find the position beneficial.

# KEY-RESPONSIBILITIES

* M&E Trainee Mentees will learn how to design M&E systems, templates, and tool-kits.
* M&E Trainee Mentees will learn how to design log-frames and overall project/program-level performance-measurement plans for a given program.
* M&E Trainee Mentees will learn how to differentiate, decide between, and develop various measurements and data-collection methodologies.
* M&E Trainee Mentees will learn data-entry, coding techniques, and data-disaggregation methods.
* M&E Trainee Mentees will learn how to design results-chains, action-plans, measurement plans, and M&E calendars for a given project/program.
* M&E Trainee Mentees will learn how to choose and identify key indicators for measuring systemic private-sector change and poverty alleviation in a given project/program.
* M&E Trainee Mentees will learn how to assess assumptions, make forecasts, and projections for key indicators of change ascribed to various levels of the results chain as well as aggregate results for a given project/program.
* M&E Trainee Mentees will learn how to assess a given pilot-project/program; learn how to choose between various impact-evaluation approaches; write reports; and interpret results.

# BASIC QUALIFICATIONS

* M&E Trainee Mentees should have earned at the least their Senior Secondary High School Certificate or completed their Bachelors or Masters degree in either of the following disciplines -- economics, international development, statistics, computer-science, public-policy, public-affairs, and or mathematics with strong quantitative and qualitative skills.
* M&E Trainee Mentees should (ideally but not a must) have previous experience as enumerators administering questionnaires or conducting surveys either through school-assignments and or part/full-time work with a research company/firm.
* M&E Trainee Mentees should be flexible, self-motivating, detail-oriented, able to manage multiple tasks efficiently, and be a team-player.
* Aside from English M&E Trainee Mentees should be able to speak *one or more* of the three-major local dialects in Nigeria—Yoruba, Igbo, and or Hausa.
* M&E Trainee Mentees should have a laptop or be able to get one as at when needed, which will be utilized during course-trainings.

# duration of position & LOCATION

Dependent on course offering selected by the M&E Trainee Mentee. Courses will be conducted at a given training-site announced when courses commence.

Course 1: Introduction to M&E (**Duration**: 3 days / **Tuition:** N100, 000 naira)
Course 2: M&E for Practitioners (**Duration**: 4 weeks / **Tuition:** N250, 000 naira)
Course 3: Creating Well-Functioning M&E Systems (**Duration**: 4 weeks / **Tuition:** N250,000)

# RENUMERATION & JOB-PLACEMENT

* Valuable work-experience along with theoretical and practical M&E skills-set formation.
* C.V. Makeover and Reference for C.V.
* Exposure to client-relationship building; on-the-job placement; and buddy-system with a research-company for at least one market-research assignment carried out by the mentoring-company.
* M&E Certificate of Excellence from RED Universal Consulting.