



JOB DESCRIPTION – MONITORING AND EVALUATION ASSOCIATE

JOB TITLE: MONITORING AND EVALUATION ASSOCIATE

LOCATION: Lagos, Nigeria

REPORTING TO: Monitoring and Evaluation Officer

SECONDARY SUPERVISOR: Director of Programmes I

Gross Salary: #440,000

Employment Type: Contract

Contract Duration: 1 year (renewable up to 3 years)

Location: Lagos, Nigeria (Hybrid)

Application Deadline: 18th May, 2026 (12 noon WAT)

ABOUT TIERS:

[The Initiative for Equal Rights](#) (TIERs) is a nonprofit human rights organization committed to creating societies where human rights are guaranteed regardless of identity or status.

Guided by feminist principles and democratic values, our main aim is to protect, uphold, and promote the rights and humanity of sexual and gender minorities, women, PLHIV and intersecting marginalized groups.

Our work spans across Nigeria and some parts of Africa through narrative change and advocacy, health service provision, human rights violation response and documentation, research and knowledge sharing, economic justice, and provision of safe platforms for convergence.

Project Overview

The Margins to Mainstream Project is a 3-year initiative responding to escalating violence, exclusion, and denial of justice faced by sexual and gender minorities and intersecting marginalised groups people across Nigeria. The program seeks to strengthen state and community-level human rights systems to improve reporting, documentation, legal response, and access to justice across Nigeria's six geopolitical zones.

The successful candidate will primarily support the implementation of activities under the Margins to Mainstream Program; they may also be assigned additional responsibilities and duties within the Monitoring & Evaluation Unit in line with organizational priorities and operational needs.

SUMMARY: The Monitoring and Evaluation Associate will support the implementation of the project's M&E framework by assisting with data collection, entry, cleaning, analysis, and reporting across all project activities. Working under the supervision of the M&E Officer, the M&E Associate will ensure timely and accurate documentation of project outputs and outcomes, maintain data quality standards, support feedback mechanisms with partners and beneficiaries, and contribute to evidence-based learning and adaptive management.



ESSENTIAL DUTIES AND RESPONSIBILITIES

(Other duties may be assigned)

Data Collection and Management (40%)

1. Coordinate data collection from multiple sources
2. Design and administer pre/post-tests, feedback forms, and evaluation surveys for capacity building activities
3. Maintain centralized monitoring and evaluation databases
4. Conduct regular data quality checks to identify and correct errors, duplicates, or incomplete records
5. Support the M&E Officer in developing data collection tools (forms, surveys, templates) aligned with project indicators
6. Ensure all data collection processes comply with data protection protocols, particularly for sensitive SOGIESC-related information

Data Analysis and Reporting Support (30%)

7. Experience with qualitative data analysis (coding, thematic analysis)
8. Clean, code, and organize qualitative and quantitative data for analysis
9. Conduct basic statistical analysis using Excel or other software to track progress against project indicators
10. Support the M&E Officer in preparing:
 - o Quarterly progress reports for donors
 - o Annual human rights violations reports
 - o Impact assessments for specific activities (e.g., police training outcomes, faith leader sensitization effectiveness)
11. Prepare data visualizations (charts, graphs, infographics) to communicate findings clearly to diverse audiences
12. Document lessons learned and best practices from project implementation for internal learning

Coordination and Feedback Mechanisms (20%)

13. Serve as primary contact for M&E-related queries.
14. Support coordination of bi-annual partner meetings
15. Facilitating feedback sessions on data quality and reporting challenges
16. Design and implement feedback mechanisms to capture:
 - o Survivor satisfaction with support services received
 - o Partner organization capacity building needs
 - o Effectiveness of referral pathways between TIERS, partners, and NHRC
 - o Community perceptions of project activities
17. Conduct regular check-ins with regional responders to monitor data submission timelines and address challenges
18. Support the M&E Officer in facilitating quarterly reflection sessions with program staff to review data, identify gaps, and inform adaptive management

Technical Support and Capacity Building (10%)

19. Provide technical support to partner organizations
20. Co-facilitate M&E components of partner capacity building meetings (e.g., training on outcome measurement, data-driven advocacy)



21. Support training of helpline handlers and regional responders on documentation standards and confidentiality protocols
22. Stay updated on best practices in M&E for human rights programming

KEY PERFORMANCE INDICATORS

- Timely collection and entry of data from all sources (95% on-time submission rate)
- Data quality maintained at 95% accuracy or higher
- Quarterly reports submitted on schedule with complete indicator tracking
- Partner feedback mechanisms implemented and documented
- Data collection tools developed and deployed for all major activities
- Partner satisfaction with M&E support and technical assistance (measured annually)
- Database systems maintained with up-to-date, accurate information

These KPIs will be the yardstick for measuring your performance during your appraisal.

REQUIREMENTS

Education & Professional Background

- Bachelor's degree in Statistics, Social Sciences, Public Health, Development Studies, International Relations, or related field
- Additional coursework or certification in Monitoring and Evaluation is an advantage

Experience

- Minimum 2 years of experience in monitoring, evaluation, or research roles
- Experience working with human rights organizations, gender and sexual minorities or marginalized populations preferred
- Experience with data collection, database management, and basic statistical analysis
- Experience working with multi-partner projects or networks is an advantage

Technical & Professional Skills

Required:

- Strong proficiency in Microsoft Excel (including pivot tables, formulas, basic analysis)
- Experience with Google Forms, SurveyMonkey, Kobo Toolbox, or similar data collection platforms
- Basic data visualization skills (charts, graphs)
- Strong written and verbal communication skills in English
- Developing codebooks and transcription from interviews

Preferred:

- Experience with MAXQDA, NVivo or other statistical software
- Experience with Power BI, Tableau, or other data visualization tools
- Familiarity with human rights documentation standards



Advocacy & Values Alignment

- Strong commitment to human rights, social justice, and inclusion.
- Ability to work in sensitive environments and handle confidential information with professionalism.

Personal Competencies

- Strong communication and interpersonal skills.
- Excellent time management and multitasking ability.
- Ability to work independently and collaboratively in a fast-paced environment.
- High level of professionalism, integrity, and accountability.
- Creative, proactive, and solution oriented.

Additional Information

The Initiative for Equal Rights (TIERs) is an equal opportunity employer committed to building a diverse, inclusive, and equitable workplace. We welcome applications from qualified candidates regardless of age, gender identity or expression, sexual orientation, disability, ethnicity, religion, marital status, socioeconomic background, or other protected characteristics.

We strongly encourage applications from individuals with lived experiences and those from communities directly impacted by the issues we work to address. All employment decisions are based on qualifications, merit, and organisational needs.