

AN INTERNATIONAL NGO IS RECRUITING A
Monitoring, Evaluation, Learning Coordinator
FOR ITS WEST AFRICA REGIONAL OFFICE BASED IN DAKAR

REPORTS TO: **WARO Regional Director**

PRIMARY RESPONSIBILITIES:

The MEL Coordinator will have overall responsibility for implementing existing MEL Plans, formulating others and establishing a system to integrally monitor, evaluate, and learn for all program implementation processes and their impact. In addition, the MEL Coordinator will contribute to donor reporting and concept notes and proposal development.

Working to agreed annual performance objectives and personal development plan, in a close co-ordination with others and under the guidance by the Deputy Regional Director, the MEL Coordinator will:

Monitoring, Evaluation and Learning

1. Support program teams to develop and institute, in consultation and collaboration with partners and allies, and the Learning, Evaluation, and Accountability Department (LEAD) the program and project MEL systems within the livelihoods, governance, humanitarian sectors.
2. In collaboration with program teams and external MEL/research consultants, develop impact indicators, selected and periodic monitoring assessments and monitoring tools for OA and partners, and empowering methods of measurement – such as participatory action research, most significant change stories, constituency feedback committees, etc.
3. Conduct or organize baseline and progress assessments based on program objectives.
4. Develop Terms of Reference for M&E technical consultants, support their recruitment and ensure proper monitoring of their work in the area of qualitative and quantitative data collection, database design, and other relevant activities.
5. Regularly assess the needs and capacity of partners and staff to deliver on MEL objectives and build their capacity to deliver through coaching and mentoring
6. Work with relevant staff in the preparation and dissemination of high quality reports/ program documentation/ learning among key stakeholders in projects and programs, including other OI affiliates, community and peer organizations, government agencies, universities, development organizations, donors, and the larger public.
7. Report / alert to line manager on regular basis on any anticipated project issues, risks based on strong analysis, implementation status, and any emerging opportunities and threats to the project implementation
8. Actively engage and take part in research design and activities with local partners or any Oxfam America's related research
9. Assist the program staff and partners in extracting critical lessons learned as well as identifying and highlighting achievements of stated objectives and outcomes.
10. Organize annual learning events, facilitate reflective learning by stakeholders around program indicators and outcomes, and help with delivery of an Annual Impact Review for each program;
11. Ensure that program level MEL indicators are integrated into grant plans
12. Support the design and implementation of creative methods to track progress towards achieving gender equality in all program areas.

REQUIRED QUALIFICATIONS & EXPERIENCE:

1. A Master's degree or equivalent experience in development, social sciences, or other relevant fields.
2. Knowledge of social research methodologies and techniques.
3. Proven ability to manage and analyze data sets.
4. Knowledge and understanding of the rights based approach to development.
5. Excellent command of written and spoken English and French.
6. A minimum of five years of progressively responsible professional working experience in international development especially in the area of monitoring and evaluation; working with learning initiatives, preferably in the context of West Africa.

Conditions: The position is based in Dakar and offers a competitive compensation package and attractive benefits. Initial two-year contract, renewable. Interested candidates should send cover letter and detailed C.V. in **ENGLISH** to:

The Regional Administrator

BP 7200, Dakar Sénégal

E-mail: regionalmelcoordinator@oxfamamerica.org

Closing Date: 25th July, 2010.