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| **Category:**  **Collaborator  Advisor  Manager** | |
| **Position**: Specialist/Field Manager – Monitoring and Evaluation | **Job title**: Monitoring and Evaluation Officer |
| **First name and last name** (*employee)*: | |
| **Reports to** *(hierarchy*):Q&A Coordinator, M&E Manager, Delegation Head or Head of Base  *(working relationships):* Programme Coordinator, Project Leader and Head of Base | *Number of subordinates:*  Any operators |
| **Position grade**: 4 | **Working time (%):** |

JOB DESCRIPTION

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| **General job description**:  The Monitoring and Evaluation (M&E) Officer provides methodological and technical support to teams in order to ensure the quality of M&E tools in projects and programmes, working within the framework established by the organisation.  The M&E Officer ensures that M&E approaches, methods, tools are relevant and consistent across Tdh teams and partner organisations. He/she helps plan and implement activities requiring specific M&E expertise.  The Officer helps develop a dynamic approach to M&E inside and outside Tdh (as part of regional partnerships, networks, centres of expertise, working groups, etc.). He/she ensures M&E is an integral part of all Tdh departments, and that the M&E department plays a support role for the rest of the organisation.  He/she helps develop an institutional culture that encourages critical thinking, collective learning and teamwork, as part of the organisation’s focus on quality and accountability. |

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| **Main responsibilities:**  **General**   * Helps programme coordinators and project leaders develop and implement monitoring plans that are consistent with the organisation’s orientations. * Helps implement an appropriate and effective M&E system that, where possible, brings together project and programme partners during the monitoring plan design phase and during the sharing and using of data. * Helps establish M&E budgets by encouraging the optimal allocation of available resources (including financial, logistical, technical and human resources) for M&E. * Helps produce communication and reporting tools (for M&E issues) while optimal diffusion of M&E information. * Ensures ethical principles related to M&E are respected, especially those concerning gender equality, fairness and “do no harm”. Protects confidential data, applies the principles of informed consent, and protects children during the collection, processing, analysis and use of M&E data.   **Technical support**   * Ensures internal directives on M&E are correctly rolled out within the delegation, and that Tdh teams adopt all of Tdh’s existing / recommended M&Emethodological guidelines and tools. * Helps develop and write sections on M&E in project proposal (covering indicators, budgets and M&E framework). * Provides technical support during the design of monitoring tools and the collection and analysis of data, working with the Information Management and programme teams. * Helps prepare and organise routine monitoring activities and special monitoring projects. * Ensures monitoring tools are used correctly during the implementation phase, and provides support during data collection activities. * Supports data analysis processes and assists in drafting qualitative reports for effective programme management. * Provides technical support to ensure that M&E information is used successfully and adapted to target audiences during operational and strategic decision-making, at the delegation and in coordination with head office, including for institutional reporting. * Informs the Project Leader and/or Programme Coordinator of any unmet targets, contextual changes (risks and opportunities) and negative effects on beneficiaries. * Provides advice and methodological support during the recruitment of M&E consultants (by drafting terms of reference recruiting and following up on consultancy).   **Learning/training**   * Helps build the skills of the teams and partners he/she supports in the M&E field. * Helps capitalise on knowledge in M&E related issues.   **Security and child safety**   * Understands and applies security policies, the Child Safeguarding Policy and fraud prevention policies. |

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| **Competencies**: *This position requires personal, social and leadership competencies (****PSLC****) and technical and methodological competencies (****TMC****)*  In particular:   1. Ability to work independently, as well as to provide support and advice 2. Ability to create a cooperative and collaborative environment 3. Command of supporting and advising roles and competencies 4. Analytical skills 5. Discipline, precision, transparency and intellectual honesty 6. Excellent oral and written communication skills (in constructive negotiations) in all areas (internal and external), active listening skills 7. Flexibility, openness and adaptability 8. Results-oriented focus and problem-solving abilities 9. Ability to learn from negative experiences, capitalizing on errors and seizing opportunities |

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| **Other professional skills required:**   1. Knowledge of project cycle management concepts, processes and tools, and experience in leading participative processes 2. Expertise in developing, planning and implementing M&E systems, procedures and tools 3. Knowledge of and experience with quantitative and qualitative methods in the humanitarian aid/development sector. 4. Extensive experience in data collection and analysis Knowledge of information management software and tools (statistics, investigation management and mapping) 5. Experience in preparing, planning and monitoring consultancies in the M&E field 6. Awareness and knowledge of ethical issues related to M&E: do no harm and sensitivity to gender and diversity 7. Knowledge of and professional experience in the children’s rights field (protection and health) in the humanitarian aid/development context |

The applicant declares he/she has read and understood these specifications.

Date: First name and last name: Signature: