

# Senior MEL Officer

**Job Category:** Monitoring & Evaluation

**Requisition Number:** SENIO01749

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Full-Time

Port-au-Prince, HT-OU, HTI

## Job Details

### Description

## About Mercy Corps

Mercy Corps is a leading global organization driven by the belief that a better world is possible. In times of disaster, under harsh conditions, in more than 40 countries around the world, we partner to implement bold solutions - helping people triumph over adversity and build stronger communities across the world. Mercy Corps helps communities develop their own ideas to solve Haiti's toughest problems by using innovative approaches to provide Haitians with new social and economic opportunities and make their country more secure, productive and just. Established in January 2010, Mercy Corps Haiti has offices in Port-au-Prince, Canaan, Cap Haitien and Miragoane. More than 50 employees carry out violence reduction, financial inclusion, agriculture and community management programs, humanitarian response and disaster risk reduction/preparedness. Mercy Corps takes a progressive approach to development that leads communities and entrepreneurs from sustainable livelihood support to resilience.

## Program/Department Summary

The Girls Improving Resilience Through Livelihoods + Health (GIRL-H) program will build the resilience of adolescent girls and young women living in the pastoral lands of Kenya and Uganda, as well as those living in urban settings in Haiti. Haiti provides an opportunity to pilot the GIRL-H model in a different context. The program is funded by a private donor and to be implemented until September 2023.

The GIRL-H programme is focused on strengthening the resilience of Haitian adolescents and youth, with a gender perspective, through activities to strengthen their confidence, their participation in society and their access to economic opportunities. This support is provided through the establishment of safe spaces, the identification of mentors in the communities, as well as through the identification of economic opportunities for Haitian youth in an urban context.

### General Position Summary

The Senior MEL Officer for the GIRL-H Program in Haiti will lead the adaptation, implementation, and completion of the Monitoring, Evaluation and Learning components of the program. She/He will work closely with the Program Management Unit (located in Nairobi, Kenya), with the Program Manager in Haiti and the GIRL-H team in Haiti, and will supervise the Junior MEL Officer in Cap-Haitian.

She/He will contribute in the development and implementation of the Data Quality Assessment Plan, the Performance Management Plan, data collection, review, validation, and analysis, GIRL-H learning agenda and capacity building amongst staff and partners.

## Essential Responsibilities

### STRATEGY INPUT AND OVERSIGHT

- Support the development and implementation of monitoring and evaluation tools.
- Participate in the development of intervention designs, sector strategies, and M&E frameworks.
- Provide inputs to program review documents.
- Support the refining of the program logic and its approaches, to adequately incorporate Monitoring Evaluation and Learning (MEL) considerations.
- Lead the adaptation, testing, and roll out of all MEL system components for the GIRL H program in Haiti.

### RESULT BASED MONITORING & EVALUATION

- Lead the adaptation of the Global M&E system to develop GIRL-H country specific systems, working closely with the Program Manager, MEL Manager and the Program Management Unit (PMU), and other program partners to ensure that robust data collection systems are in place to capture results in order to inform program implementation and adaptation.
- Working with the Country MEL Manager and the Director of Research and Evaluation (DRE) GIRL-H (located in Nairobi, Kenya), to provide country specific leadership in the implementation of GIRL-H assessments and to answer key research questions, drawing on appropriate research and survey tools and incorporating Mercy Corps standards.
- Work within the Country MEL Manager and DRE GIRL-H, ensure program milestones related to research are developed and monitored; that include benchmarks, impact assessments and case studies.
- Work with the Country MEL Manager and the DRE GIRL-H, develop a country specific quality assessment plan and lead its implementation within the country.
- Develop and implement a Data Quality Assessment Plan including the validation and verification of data to inform various processes including the indicator reporting.
- Provide country specific leadership in updating the performance management plan for the GIRL-Program under guidance from the Country MEL and the DRE GIRL-H Program.
- Review, validation, and analysis of incoming results data from grantees.
- Work with the Country MEL Manager and the DRE GIRL-H, develop a country specific quality assessment plan and lead its implementation within the country.
- Lead the validation and verification of data to inform various processes including the indicator reporting.
- Provide facilitative supervision to implementation partners and collect supplementary data, stories and conduct qualitative research both independently and in teams.
- Coordinate reporting with local partners, specifically tracking deadlines, ensuring adherence to monitoring formats and requirements, ensuring reporting quality and accuracy, and periodic report writing, editing, and submission.
- Actively participate in any additional evaluation M&E activities including but not limited to baseline surveys, mid-term, end line surveys, evaluations, household's surveys.
- Ensure adherence to program management minimum standards in carrying out his/her duties, advising, and supporting other staff in the same as required.

### LEARNING

- Lead the country level implementation of the GIRL-H learning agenda under guidance from the DRE GIRL-H program and the Country Program Manager
- Regularly document and share all learnings from program implementation.
- Maintain an up-to-date database that reflects progress and program indicators.
- Facilitate regular reflection and analysis of program monitoring information that feeds into programming and learning, for adaptive management – Contribute to learning/research agenda.

## CAPACITY BUILDING

- Working with the MEL Manager, build the capacity of local partners to develop and maintain an excellent M&E system.
- Support timely production of weekly, monthly, quarterly, and annual donor reports based on agreed performance indicators.
- Build the capacity of all relevant team members to implement program-monitoring tools, accurately enter program data into relevant databases, and enable them to develop excellent reports and other documents.
- Facilitate regular reflection and analysis of program monitoring information that feeds into programming and learning, for adaptive management – Contribute to learning/research agenda.

## PROGRAM ADVISORY

- Maintain an active advisory role with the program team to help guide them towards robust and relevant data collection.
- Actively participate in all program activities, providing advice and feedback for quality results at any point.
- Establish and maintain strong working relationships with partners and government departments.
- Participate in ongoing MEL advisory and support for all GIRL H program staff and local partners.
- Advise and support the process of testing and adopting relevant technologies for improving the efficiency of the program's MEL function. This will include supporting the rollout of Mobile Data Collection (Ona, CommCare), GIS/GPS technologies for Mapping, and managing MCH's internal data management platform TolaData.

## OTHER

- Conduct himself/herself both professionally and personally in such a manner as to bring credit to Mercy Corps and appropriately represent its humanitarian mission.
- Other duties as assigned.

## SUPERVISORY RESPONSIBILITY

MEL Officer, Enumerators occasionally.

## ACCOUNTABILITY

Participate in the effectiveness of the system of accountability (CARM) at the program level.

## REPORTS DIRECTLY TO:

GIRL H Program manager/ Deputy Program Manager and MEL Manager

*WORKS DIRECTLY WITH:*

GIRL Officers, Community Facilitators, MEL Manager, MEL Coordinator, GIRL H PMU manager, GIRL Program Director.

## ACCOUNTABILITY TO PARTICIPANTS AND STAKEHOLDERS

Mercy Corps team members are expected to support all efforts toward accountability, specifically to our program participants, community partners, other stakeholders, and to international standards guiding international relief and development work. We are committed to actively engaging communities as equal partners in the design, monitoring, and evaluation of our field projects.

## KNOWLEDGE AND EXPERIENCE

- Bachelor's degree in Social Science, Statistics, Business administration, or relevant field.
- At least 5 years of program monitoring and evaluation experience

- At least 3 years of demonstrable experience in monitoring and evaluation, project cycle, results chain and frameworks, participatory monitoring.
- Minimum of 3 years' experience in the design and implementation surveys, have knowledge of commonly used probability and purposive sampling techniques.
- Must have good writing and analytical skills.
- Should have knowledge of quantitative and qualitative data collection, reporting techniques.
- At least 2 years' experience in conducting basic data analysis and interpreting the results of analysis.
- In addition to Microsoft Excel, the incumbent should demonstrate fluency in the use of at least one data analysis software including SPSS or STATA.
- Must be fluent in both spoken and written English, and French.

## SUCCESS FACTORS

A successful MEL Officer will have the ability and curiosity to work comfortably and effectively. S/he will be an excellent communicator, multitasker, with the ability to work effectively in complex environments. S/he must have the confidence and humility to work effectively with a diverse group of people – as well as be sensitive to political and cultural nuance.

## LIVING CONDITIONS / ENVIRONMENTAL CONDITIONS

The position is based in Péguy Ville office, thus requiring regular travel in the West and North regions.

## ONGOING LEARNING

In support of our belief that learning organizations are more effective, efficient, and relevant to the communities we serve, we empower all team members to dedicate 5% of their time to learning activities that further their personal and/or professional growth and development.

## DIVERSITY, EQUITY & INCLUSION

Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs, backgrounds, and ways of thinking, we are better able to leverage the collective power of our teams and solve the world's most complex challenges. We strive for a culture of trust and respect, where everyone contributes their perspectives and authentic selves, reaches their potential as individuals and teams, and collaborates to do the best work of their lives. We recognize that diversity and inclusion is a journey, and we are committed to learning, listening, and evolving to become more diverse, equitable, and inclusive than we are today.

## EQUAL EMPLOYMENT OPPORTUNITY

Mercy Corps is an equal opportunity employer that does not tolerate discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have a sustained global impact. We are committed to providing an environment of respect and psychological safety where equal employment opportunities are available to all. Furthermore, we do not engage in or tolerate discrimination based on race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, military veteran status, or any other protected group in the locations where we work.

## SAFEGUARDING & ETHICS

Mercy Corps is committed to ensuring that all individuals we meet through our work, whether team members, community members, program participants, or others, are treated with respect and dignity. We are committed to the core principles regarding the prevention of sexual exploitation and abuse laid out by the UN Secretary-General and IASC. We will not tolerate child abuse, sexual exploitation, abuse, or harassment by or of our team members. As part of our commitment to a safe and

inclusive work environment, team members are expected to conduct themselves professionally, respect local laws and customs, and always adhere to Mercy Corps Code of Conduct Policies and values. Team members are required to complete mandatory Code of Conduct e-learning courses upon hire and on an annual basis.

Applications will be reviewed on a rolling basis. Only shortlisted candidates will be contacted.

<http://mercy Corps.org>