

# JOB PROFILE

How to Apply for this Job

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## Background on Tearfund

**Who we are:** We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theology of Mission](#)

**Our vision:** To see people freed from poverty, living transformed lives and reaching their God-given potential

**Our mission:** We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

**Our values:** We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

*Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8*

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## Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section. Please refer to [our careers page](#) to submit your application.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact [lac-recruitment@tearfund.org](mailto:lac-recruitment@tearfund.org).

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

## Job Profile

<b>Job Title</b>	Design Monitoring & Evaluation Advisor - Latin America and Caribbean Region (LAC)
<b>Group</b>	International
<b>Team</b>	LAC
<b>Location</b>	Colombia, Brazil, Haiti, Central America (Honduras, Guatemala, Nicaragua)
<b>Responsible to</b>	Reporting to the Regional Director with a dotted matrix management relationship to an 'Impact & Effectiveness Team representative'

### Part 1 – Job description

#### 1. Main purpose of the job

The Design Monitoring and Evaluation (DME) Advisor will be responsible for ensuring that country teams have effective DMEAL (Design, Monitoring, Evaluation) frameworks that can track progress, capture evidence of impact and that facilitate continual learning and adaptation.

The role will build the technical DMEAL capacity of staff in the region in turn enabling them to build the capacity of partners and local church/church based organisations.

The role will work closely with the Impact and Effectiveness Team to implement Tearfund corporate DME initiatives and requirements, and assist in ensuring that corporate DME initiatives are contextually relevant.

In addition the role will support Tearfund's commitment to meeting our Quality Standards and international standards, working alongside relevant Staff.

#### 2. Position in organisation

- Grade 3
- Reporting to the Regional Director with a matrix management relationship into the Impact & Effectiveness Team
- Part of the Impact and Effectiveness Matrix Team.
- Works closely with Country Directors, other regional staff, other teams (particularly with regards to sharing learning) and appropriate peer agencies.
- Provides advice, support and accompaniment to partners as required by the Country Directors.
- Works closely with in-country DME roles.
- Work closely with the international and partnership funding team.

#### 3. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

#### 4. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

#### 5. Scope of job

The job holder will contribute significantly to the work of the region in the following areas:

- Support the planning & implementation of DMEAL frameworks at three levels (i) country/response strategy level, (ii) cross region level, and (iii) for key project/programmes.
- Advise on project design, programme development and funding applications (for larger restricted funding donors)
- Capacity building and accompaniment of frontline staff (and partners, when part of a key country/response initiative)
- Support the shaping and implementation of Tearfund's corporate impact & evidence initiatives.
- Supporting country offices and partners with project cycle management, program development and learning.
- Representation and networking both internally and externally

#### 6. Duties & Key Responsibilities

##### Country/Response level strategic DMEAL

- Assist country teams to design and implement effective DMEAL frameworks as part of country strategy and operational plans that can track progress, capture evidence of impact and facilitate continual learning and adaptation.
- Support country teams to analyse data and assess progress.
- Advise and support the process of developing new country/response strategies.
- Lead on the process for conducting in depth country/response strategy reviews.
- Support on the collation and reporting of country/response strategy progress as well corporate metrics such as the country scorecard and corporate/strategic dashboards, etc

##### Project/Programme level DMEAL

- Support country teams to ensure key projects/programmes have effective DME frameworks in place.
- Provide advice and/or accompaniment in the design, implementation and dissemination of internal and externally led project learning reviews and evaluations.
- Advise on the design and implementation of baseline studies for key projects.
- Work with partners and staff on DME compliance and implementation of institutionally funded programmes/projects.

- Advise on the design of new projects/programmes for both community development and humanitarian response.
- Advise on the design and implementation of all stages in the data (information) management cycle including data collection & security, data cleaning & storage and data analysis & visualisation for key projects/programmes.

#### **Capacity building, accompaniment and knowledge management**

- Assess current Project Cycle Management and DME capacities then coordinate and/or conduct appropriate Project Cycle Management and DME related capacity development training for staff and partners.
- Work with DME Officers in each country to improve their capacity and potential. Ensure they are linked with others in similar roles across the region. Where these in-country DME roles don't exist identify DME champions to support and link with others in the region.
- Identify and develop key personnel in the region who have high capacity or potential in DMEAL work, and organisation.
- Identify, collect or develop resources and materials for training and for the improvement of DMEAL work in general
- Share knowledge and experience across the region and within Tearfund.
- Encourage the uptake of technology to improve DME processes, particularly the use of digital data collection.

#### **Support Tearfund's organisational impact agenda**

- Support the ongoing implementation and use of the Track system including ensuring that regional staff are inducted on how to use the system.
- Assess the quality of information gathered at country level through Tearfund Track and provide advice on appropriate follow-up measures.
- Collate feedback to the Impact and Effectiveness team regarding ongoing modifications required to Tearfund Track.
- Work with the Impact and Effectiveness Team on the development and implementation of DMEAL related organisational plans, initiatives, tools, including the further development and implementation of the LIGHT Wheel

#### **Networking and representation**

- Develop external contacts with INGOs, NGOs, academics, faith-based organisations and donor communities on issues relating to DMEAL.
- Act as a contact person with internal teams on DMEAL issues.

## Part 2 – Person specification

### Job title: Design Monitoring & Evaluation Advisor

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> <li>Educated to Degree level or equivalent level of knowledge</li> </ul>	<p>Holds a professional qualification related to international development and/or monitoring and evaluation/project cycle management</p>
Experience	<ul style="list-style-type: none"> <li>Significant Monitoring and Evaluation experience in community development and/or humanitarian response</li> <li>Experience of implementing and managing monitoring and evaluation activities in large scale institutionally funded programmes</li> <li>Overseas experience in community development and/or humanitarian response</li> <li>Project Management</li> <li>Training / facilitating</li> <li>Statistical analysis experience and survey design</li> </ul>	<ul style="list-style-type: none"> <li>Specific experience of strategy/portfolio tracking and assessing</li> <li>Experience of working in LAC region</li> <li>Conducting research in a development/humanitarian related subject</li> </ul>
Skills/Abilities	<ul style="list-style-type: none"> <li>Oral and written proficiency in Spanish and English</li> <li>Strategic thinking and knowledge management</li> <li>Ability to use critical thinking to ask challenging questions and help people think beyond personal assumptions</li> <li>Ability to analyse and interpret complex information, both qualitative and quantitative</li> <li>Knowledge and experience of digital data collection and management tools and technology (e.g. mobile apps, GIS)</li> <li>Strong training, capacity building and facilitation skills with demonstrated ability to use creative approaches to match people' learning styles.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of French and Portuguese</li> <li>Knowledge and application of data analysis tools (e.g. SPSS, NVivo, statistics packages)</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to use initiative and judgement to deliver difficult tasks or assignments</li> <li>• Relationship-building and networking skills with the ability to influence both internal and external contacts on a regular basis.</li> <li>• Ability to plan their own work and demonstrate discretion and independence</li> <li>• Ability to coach others</li> <li>• Ability to work under pressure and consistently deliver a high quality of service.</li> <li>• Excellent IT skills: Google programmes, Word, Excel, Outlook, PowerPoint</li> <li>• Sensitivity in cross-cultural communication</li> <li>• Excellent communication skills including: Report writing, Presentation skills</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Committed Christian with a personal relationship with God</li> <li>• Committed to Tearfund's Mission, Values and Beliefs</li> <li>• Approachable and encouraging</li> <li>• Ability to mobilise others and bring them with you</li> <li>• Disciplined</li> <li>• Committed learner</li> <li>• Strong team worker</li> <li>• Flexible, able to respond to tight deadlines under pressure</li> <li>• Able to maintain an optimistic and positive attitude.</li> <li>• Ability to coach and mentor</li> <li>• Committed Christian</li> <li>• An understanding of and commitment to Tearfund's Mission, Values and Beliefs Statement</li> </ul>	
<b>OTHER COMMENTS:</b> <ul style="list-style-type: none"> <li>• Regular travel across region countries is a requirement</li> <li>• All roles require a DBS/Police check</li> <li>• Tearfund is a member of the <a href="#">SCHR Misconduct Disclosure Scheme</a></li> <li>• Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure</li> </ul>		