

Monitoring Evaluation Accountability and Learning Officer

Location: [Europe & the Middle East] [Albania]

Town/City: II floor

Category: Programme Effectiveness

Job Type: Fixed term, Full-time

Position: Monitoring Evaluation Accountability and Learning Officer (MEAL)

Town/City: National Office, Tirana

Application deadline date: 9 November 2021

Type: Fixed term, Full-time - Maternity Leave Replacement

PURPOSE OF POSITION

WV Albania & Kosovo is looking for a **Monitoring Evaluation Accountability and Learning Officer (MEAL)** Maternity Leave replacement, to support and contribute to our programs' effectiveness, quality and accountability. As part of the MEAL team, this position ensures:

- Integration of the Design, Monitoring & Evaluation (DME) framework and policy with other initiatives and/or across programs;
- Capacity building of National Office and program/field staff in Design, Monitoring & Evaluation;

- Impact measurement through assessment, monitoring, evaluation and reflection.

MAJOR RESPONSIBILITIES

Assessment & Design

- Ensure assessment & design (A&D) processes and documents are in compliance with Learning Evaluating Accountability and Planning (LEAP) guidelines and tools, Design, Monitoring & Evaluation management policy and other partnership requirements.
- Collaborate with Technical Advisors, Field Offices and other teams to develop / review methodologies and tools to be used during assessment & design; and provide critical thinking during reflections with assessment & design teams.
- Ensure assessment and/or evaluation findings (as well as the National / Sector Strategies, Child Well-being Outcomes &/or other development frameworks recognized by the organization) inform designs.
- In collaboration with Field Offices and National Office program staff ensure that project logframes are designed with goals, outcomes, outputs and indicators that are logical and meaningful

Monitoring & Evaluation

- Ensure all projects/programs of World Vision Albania and Kosovo have meaningful and useful Monitoring & Evaluations plans.
- Lead/coordinate Field Offices, MEAL & program team during indicator baseline measurements, and provide support in developing methodology & tools for data collection & analysis, as well as with reporting.

- Ensure Field Offices projects outputs are monitored regularly and findings are provided to management (process monitoring and recording takes place), in collaboration with program and operations teams.
- Ensure project indicators are tracked (data gathered according to the agreed Monitoring & Evaluation plans in terms of methodology, source and frequency) and reported accurately semi-annually and annually in adherence with LEAP (or other donor) reporting guidelines.
- Ensure guidance and support is provided in a timely manner to National Office and Field Office staff for Semi- Annual and Annual LEAP (or other donor) reporting. Assist technical advisors and sponsorship to review/revise all reports and provide feedback from the Design Monitoring and Evaluation perspective, including the reporting against indicators and adherence to LEAP (or other donor) reporting guidelines.
- Ensure timely guidance is provided to National Office and Field Office staff on Annual Impact report process.
- Provide technical supervision/support and serve as a resource to program staff during Monitoring & Evaluation processes by providing answers to &/or assistance with questions, issues and/or challenges that may arise.
- Ensure evaluation ToRs and designs especially evaluation focus, methodologies/tools for data collection and timeframe complies with LEAP (or other Donor) evaluation requirements.

Accountability

- Support the rolling out of the Accountability System in all World Vision Albania & Kosovo programs (Information sharing, consultation, participation, feedback and complaint mechanism).

- Support Child Protection & Accountability Officer in ensuring that complaints and feedback are handled adequately.
- Support optimization of Accountability System through coaching, on-the-job training, and capacity building.

Learning and Reflection

- Ensure Field Offices reflect on assessment, design and evaluation findings after they have shared this information with communities, local authorities and other partners, and jointly draw conclusions / actions plans on future steps.
- Ensure drawing lessons learnt and documentation occurs at the end of each Design Monitoring and Evaluation process and for the institutional memory of the organization.
- Ensure that national level reflection of evaluation and monitoring findings are used to inform strategic objectives.

Capacity building

- Facilitate learning and build the capacity of the Field Offices and program staff to implement Design Monitoring and Evaluation processes. Ensure that double-loop learning has taken place with staff.
- Provide training to World Vision Albania and Kosovo staff on Design Monitoring and Evaluation issues (theory, processes, framework, skills -analytical, synthetic, tools to collect and analyze data, application of Design Monitoring and Evaluation processes which enhance development rather than just accountability).
- Coordinate with other NO program departments when organizing trainings/capacity building events and ensure sameness of message on development goes to trainees.

KNOWLEDGE, SKILLS AND ABILITIES

Required Professional Experience

- At least 2 years field experience in Program Design and Development, Program Monitoring and Evaluation, and Capacity Building.
- Previous experience with developing Monitoring & Evaluation tools
- Capacity building experience in project monitoring, reporting and evaluation

Required Education

- Bachelors in Social Science field
- Logical and analytical abilities
- Demonstrated ability to transfer knowledge through informal and formal training
- Demonstrated ability in the use of quantitative and qualitative methods including questionnaire design, survey techniques and participatory approaches
- Strong interpersonal skills and the ability to work in a team
- Excellent organizational and time management skills
- Excellent written and oral communication skills in English
- Computer proficiency in word processing, Power Point, database, spreadsheet and graphics presentations and other internet applications

Preferred Knowledge and Qualifications

- Master/s Degree and/or post-university studies in relevant field
- SPSS, PowerBI and other data processing software/programs

*While we appreciate all applications received, only those selected for the next phase of recruitment process will be contacted.