

## JOB DESCRIPTION

### Monitoring, Evaluation, Accountability & Learning Specialist

Position title	Monitoring, Evaluation, Accountability & Learning Specialist (MEAL)
Location	Dili, Timor-Leste
Reports to	Country Coordinator of Disaster READY Project and Project Manager for COVID-19 and Health Systems Strengthening Support (CoHSiS) Project
Grade	8
Salary	USD\$2,278 per month
Position type	1 Year with possibility of extension
Start date/timeframe	15 May, 2024

## 1. Background

### 1.1 About CARE

CARE is an international development and humanitarian organization that has been working in Timor-Leste since 1994. With programmes that extend across all parts of the country, CARE works with partners to save lives, defeat poverty, and achieve social justice.

CARE works with remote, rural communities and civil society partners to combat gender inequality, as this has been shown to be one of the most effective ways to create sustainable development outcomes.

Ensuring well-being and a voice for women and girls in rural, disadvantaged areas is at the heart of CARE's work. This is achieved in four priority areas of Education, Women's Economic Empowerment, Health, and promoting Women's Voice in society through development and humanitarian programmes.

## 1.2 About the programme

### Project Information 1: Disaster READY Project (DRP)

The Disaster READY project phase two (DR 2.0) is a 4.5-year project implemented in Timor-Leste since July 2022 by a consortium of five International NGOs (CARE, CANDO, PLAN International, Oxfam, and World Vision Timor-Leste) in partnership with 17 local implementing partners including RHTO, the national disability Organization and work closely with Civil Protection Authority of Ministry of Interior.

The project has three main outcome areas, namely:

**Outcome 1: Communities (especially vulnerable groups) plan and implement effective, inclusive and integrated disaster risk reduction and climate change adaptation activities**

**Outcome 2: Local civil society actors (NGOs, CBOs, churches, informal groups) have improved institutional and technical capacity to fulfil their role in effective and inclusive disaster preparedness and climate change adaptation.**

**Outcome 3: National and sub-national governments are supported to lead effective, inclusive, and coordinated disaster preparedness, climate change adaptation and response activities.**

The project is implemented in 10 out of 14 municipalities in Timor-Leste: Dili (Oxfam), Viqueque (CARE, CANDO), Bobonaro (CANDO, World Vision), Liquisa (CANDO, Oxfam), Manatuto (CANDO), Manufahi (CANDO), Oe-cusse (CANDO, Oxfam), Ermera (Oxfam), Ainaro (PLAN), and Lautem (PLAN)

### Project Information 2: Timor-Leste Covid-19 and Health Systems Strengthening Support (CoHSiS) Project

The COVID-19 and Health Systems Strengthening Support is a three-year project (2022-2025) funded by the

Japan Social Development Fund (JSDF) administered by the World Bank Group and implemented by CARE International in Timor-Leste. The project development objective (PDO) of the JSDF funding for the project is to strengthen the capacity of communities, including community leaders, health workers and civil society organizations (including NGOs), in their preparedness and response to the COVID-19 pandemic as well as for other health emergencies.

The PDO will be achieved by:

- (i) strengthening the linkages and improving coordination between community-level institutions and formal government programs and services in the health sector;
- (ii) Strengthening the capacity of community organizations; and

- (iii) Improving community awareness, knowledge, attitudes, and behavior to COVID-19 and other health emergencies.

The project works closely with the Government of Timor-Leste at the national and sub-national levels and with Suco (Village) Authorities and community leaders with three local implementing partners in two municipalities, namely Viqueque (11 villages) and Covalima (7 villages).

## 2.The role

### **PURPOSE OF THE POSITION:**

The Monitoring, Evaluation, Accountability & Learning (MEAL) Technical Advisor will be responsible for leading all MEAL activities under both the DRP (at the consortium level) and the CoHSiS project. She/he will work closely with consortium agencies Focal Points, project M&E personnel for the two projects and relevant line ministries to monitor and ensure high quality and timely inputs in implementing project activities and reporting.

The MEAL Technical Advisor will be responsible for designing and implementing the MEAL activities of the projects; monitoring the project's activities at the consortium level on a regular basis; developing/improving and maintaining information systems; collecting and analyzing different data in relation to the project activities, and, progress and project reporting, and lead the project evaluation/research as required. A key priority for this position will include capacity building of the agencies/project team, M&E personnel and relevant line ministry M&E focal points for the effective implementation of a consistent M&E system.

### **MAIN RESPONSIBILITIES:**

#### **MEAL Project Activities:**

- Lead programs reporting of the two projects in accordance with respective donors' standards and timeframe;
- Ensure that the projects gather timely and accurate evidence-based information regarding project progress and that all information is properly reported and archived;
- Lead the development of project MEAL framework, and risk matrix, procedures, and tools in accordance with the donor's standards and project design, and work with the agencies, supporting timely roll-out and delivery of planned MEAL activities
- Collaborate with communication managers and project team to document and report on success stories and case studies for both projects in line with the projects' expected impact ;
- Conduct field visits as appropriate in coordination with agencies/project team

- Monitor reporting deadlines and support agencies/project teams with the preparation of donor reports addressing key program indicators and objectives and ensuring program data quality
- Promote the principles and practices of beneficiary accountability to partner staff, providing training and coaching in beneficiary feedback and other good practices, as required.
- Play a lead role and provide support to project surveys and evaluations, including rapid assessment/baseline, midterm evaluation, and end-line evaluation;
- Design and develop methodologies and tools related to monitoring, evaluation and capitalization of lessons learned, and accountability and reporting, including the collection and analysis of SADD (sex and age disaggregated data) and disability data.
- Liaise with the relevant Ministries, Departments and other relevant stakeholders for access to relevant databases/ research results in the country, in cooperation with both project teams;
- Support the agencies/project team in monitoring project implementation by establishing and operationalizing a user-friendly activity-tracking system
- Lead the development and implementation of the project learning agenda, ensuring that data collected from the field facilitates evidence-based decision-making for improved programming
- Support ensuring effective communication and knowledge sharing between the implementing agencies on related matters.
- Organize and facilitate regular MEAL coordination meetings, reflection workshops and report writing workshops where agencies/project teams and implementing partners jointly reflect on the progress and challenges of implementing project activities and advice solutions.
- Support agencies/project teams in managing different project databases as relevant.
- Monitoring the project activities through field visits and provide constructive feedback to the project team

#### MEL Capacity Strengthening and Training:

- Ensure that agencies/project M&E positions and relevant ministries M&E focal point persons have sufficient knowledge and skills on all tools, equipment and procedures to implement planned M&E activities effectively. Identify training needs and prepare M&E capacity development strategy and operational plan.
- Support agencies/project teams on the Kobo tools and their effective use during data collection and reporting.
- Conduct orientation for partners on monitoring and evaluation concepts and tools;
- Create training support materials as required, in English and/or Tetum languages; and

#### MEAL Reporting, Filing System and Tools:

- Support agencies/project team to manage and update regularly the MEAL database for monitoring field-level qualitative and quantitative data collected;

- Ensure that all key project documents are saved and organized accurately
- Produce high quality, reliable, and verifiable M&E information, tailoring M&E information to the needs of different levels of management and operational staff, as well as to the donor;
- Lead programmatic reporting activities by ensuring consistency of data from multiple sources;
- Contribute to the quarterly reports and identify positive impact stories to share;
- Analyze data in the database and Management Information System (MIS) to produce special reports as needed for project learning, re-tooling, and public presentations and reporting.

#### Team Management:

- Work in a team to support effective team work;
- Work with agencies /project's M&E positions to develop clear MEAL work plans and provide guidance and mentoring to ensure they can fulfil their positions and contribute to program goals and project deliverables.

#### OTHER RESPONSIBILITIES:

- As appropriate, contribute and support respective supervisors on the staff evaluation (APPA) process, including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities;
- Actively participate in Emergency Response Team activities and assist in any emergency response as required;
- Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures and directives; and
- Demonstrate ongoing commitment to gender equality, diversity and child protection

## 3. Selection criteria

#### EXPERIENCE AND QUALIFICATIONS:

- Minimum Master's degree in social sciences, statistics, public health or education, and/or minimum 5-10 years relevant work experience in monitoring, evaluation or research, preferably with an International Non-Government Organization (INGO) or research institution;
- Experience with quantitative/qualitative data collection, including sample frame design, sample size calculation, survey data analysis, conducting key informant interviews, facilitating focus group discussions and/or conducting student competency tests;

- Knowledge of data quality control and data management and experience in conducting assessments with children preferred;
- Demonstrated ability to transfer knowledge through informal and formal training of staff, including staff capacity building;
- Demonstrated high-level organizational and time management skills, including the ability to plan and manage workflows and balance competing priorities to ensure timely processing to meet deadlines in a complex environment;
- Demonstrated strong leadership, decision-making, problem-solving, planning and influencing skills;
- Demonstrated experience in effectively leading, people management and motivating a team;
- Representational skills, including developing networks and relationships with key stakeholders;
- Proven understanding of working with an International Non-Government Organization (INGO) and a willingness to learn about CARE, gender equality and women's empowerment activities;
- Proven experience in digital and online information management system & demonstrated strong analytical and data interpretation skill;
- Fully conversant in Microsoft Office with knowledge in Microsoft Word, Excel and excellent numerical skills; knowledge of other data management software is an advantage;
- Experience in statistic software packages, i.e. SPSS, STATA
- Excellent interpersonal skills, including fluency in oral and written Tetum is preferred and excellent English oral and written.
- Experience working with DFAT-funded and World Bank-funded projects is highly preferable

## Note

- CARE is an equal-opportunity employer committed to a diverse workplace.
- Women and People with Disability are strongly encouraged to apply.
- CARE Timor-Leste is committed to protecting the rights of children in all areas we work.
- CARE Timor-Leste reserves the right to conduct screening procedures to ensure a child-safe environment.