

JOB DESCRIPTION

Employer:	ADRA Lao PDR
Position:	National Monitoring, Evaluation, Accountability and Learning (MEAL) Officer
Reports to:	Program Manager
Location:	Vientiane, Lao PDR
Remuneration:	Determined based on qualifications & experience
Expected Travel:	Extended travel to the field expected
Work Hours:	Monday–Thursday 8am–5pm, Friday 8am to 3pm – extended hours required when necessary
Equipment:	Office desk and furniture + laptop computer
Requirements:	Minimum five years’ experience and relevant qualifications

Position Summary

The Monitoring, Evaluation, Accountability and Learning (MEAL) Officer performs a variety of programmatic and administrative support for the Programs and Project teams including supporting (and at times leading) MEAL activities, government relations, providing design input for new projects, and administrative and translation services.

Core Competencies

RELATING AND NETWORKING

Establishes good relationships with individuals both internally and externally; relates well to people at all levels; and builds wide and effective networks of contacts.

WRITING AND REPORTING

Writes convincingly; writes clearly, succinctly, and correctly; avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way; structures information to meet the needs and understanding of the intended audience.

LEARNING AND RESEARCHING

Rapidly learns new tasks and commits information to memory quickly; demonstrates an immediate understanding of newly presented information; gathers comprehensive information to support decision making; encourages an organisational learning approach (ie learns from successes and failures and seeks staff and individuals feedback).

ANALYSING

Analyzes numerical data and all other sources of information, to break them into component parts, patterns and relationships; probes for further information or greater understanding of a problem; makes rational judgements from the available information and analysis; demonstrates an understanding of how one issue may be a part of a much larger system.

Position Outcomes

1. ADRA Laos has an effective MEAL system that gathers, analyses and reports evidence-based data that clearly articulates impact and learning outcomes.
2. ADRA Lao has an increased number of high-quality projects and programs that are developed collaboratively, and efficiently managed and implemented.

3. The project teams are supported to collectively strengthen their development practice through reflective learning and modifying their approach to generate evidence-based results that makes greater impact.

Operational Process Roles

Monitoring, Evaluation and Learning

- Lead the implementation and annual review of the MEL system and providing technical support and training to staff.
- Support the development and implementation of project/program baseline, midterm, end of project surveys and assessments, performance management frameworks (PMF) in accordance with donor and government requirements.
- Lead project surveys and assessments in the field, training data collectors and contributing to draft reports that outline a thorough analysis of evaluation findings.
- Lead quarterly M&E trips to the field to hold focus groups and interviews and prepare human interest stories.
- Support project staff to be more reflective in their practice and create a learning environment by researching new development strategies or learning approaches, tools, processes that can value add to project implementation and encourage and train project teams to adopt new approaches/tools.

Program Quality and Implementation

Provide support to project teams to ensure project outcomes are being achieved, including:

- Coordinate with Project Managers to plan and track development implementation plans (DIP), project progress, and budget expenditure against the approved proposal, budget, and logic model.
- Ensure Project Managers submit timely and high quality monthly, quarterly, annual reports for donors and government partners and accurately documented and filed.
- Review and improve interim, annual reports for donors and government partners.
- Support the development of concepts, proposals, budgets, project logic and monitoring frameworks for future projects or programs.
- Provide technical advice, support, training in areas of sectorial expertise (agriculture, health/nutrition, livelihoods, emergency management) as required.
- Supervise international volunteer programs such as Connections, community, or church groups.
- Focal point for Emergency responses, review National Emergency Management Plan annually, and prepare Response Activation Notifications when an emergency occurs, seek ADCOM and Board approval.
- Undertake other activities and responsibilities as assigned by the Program Manager.

Networking, Relationships and Communication

Establish effective networks and good relationships with stakeholders and partners, including:

- Develop and maintain effective government relations, support the Memorandum of Understanding process for new projects with government partners at the Central, Provincial and District levels.
- Represent ADRA at development partner or INGO technical and sector wide working group forums and establishing strong working relationships for future collaboration.
- Establish strong rapport with the ADRA team and raise any concerns with management as they may arise.
- Prepare and provide translation of official letters, documents, policies, procedures, reports, MOU's, from English-Lao and Lao-English and provide verbal translation as required.

Compliance Expectations

The employee is expected, as a minimum requirement, to be familiar with:

- ADRA Lao HR Manual
- ADRA Lao Finance Policies and Procedures Manual
- ADRA Lao National Emergency Management Plan and Safety and Security Plan
- ADRA Laos Workplace Health and Safety Policies
- ADRA Laos Safeguarding Policies and Codes of Conduct

Key Selection Criteria

- Degree in social science, project management or relevant field of study, Master desirable.
- Demonstrated professional experience of at least 3 years in monitoring, evaluation and learning systems, essential.
- Demonstrated experience of 5 years implementing international development programs.
- Demonstrated experience in report writing, government relations and translation.
- Proven technical expertise and skills in sectorial areas such as agriculture, health/nutrition, livelihoods, or emergency management.
- Proven skills in analyzing data, problem solving, and conflict resolution.
- Exceptional interpersonal and communication skills in English and Lao.
- Proficient in MS office software programs and MEL systems.