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Terepeza Development Association

ቁጥር TDA-6/1401/015
Ref. No.
ቀን AUG 22/2023
Date

External Vacancy Announcement

Position Title: Monitoring, Evaluation and Learning Coordinator

Unit: DMEL (Design, Monitoring, Evaluation and Learning)

Reporting To: DMEL Manager

Based in: Wolaitta Soddo

Duration of contract: One year with possibility of extension

Remuneration: As per organization pay scale

We are looking for an energetic, problem solving, change agent and motivated Design, Monitoring, Evaluation and Learning Coordinator that ensures quality data collection, analysis and use for TDA Design, Monitoring, Evaluation and Learning Department. The Design, Monitoring, Evaluation and learning (DMEL) Coordinator works closely with the DMEL Manager to ensure appropriately designed programs, quality funding applications and the M&E strategy implementation, assuring good project cycle management with robust and common monitoring & evaluation systems used across TDA programs. DMEL Coordinator will provide overall technical monitoring and evaluation support to all the projects assigned. The incumbent will closely work with the project managers to set, monitor and evaluate project performance targets in line with project objectives and to ensure that they are achieved. The candidate will be responsible for guiding the overall implementation of monitoring, evaluation and accountability related activities within the projects and provide timely and relevant information to the project managers. The DMEL Coordinator will also be responsible for strengthening the project M&E capacity, regularly monitor and evaluate the results to improve project performance; ensuring monitoring, evaluation and reported is practiced as a means to growing and maintaining a culture of providing credible, reliable, timely and cost-effective information for management decisions, accountability and learning in alignment with the project cycles.



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Main tasks and duties:

Program Design & Proposal Development:

Under the close supervision of DMEL Manager, the DMEL Coordinator will be responsible to:

- Support proposal development initiatives in close collaboration with DMEL Manager, technical staff and Finance Manager. Serve as writer for key proposals (writing to be shared on case by case basis with DMEL Manager, Technical Team and Finance Manager in accordance with Proposal/call requirement, ensuring that TDA's Program Framework, Strategic Planning goals, and DM&E guidelines are incorporated;
- Support the design and implementation of comprehensive and appropriate contextual analysis and needs assessments/data collection as necessary to feed into project designs;
- Support the development of strong data collection and monitoring & evaluation plans within each program and proposal. This includes ensuring that logical frameworks/result frameworks are developed using appropriate, realistic and measurable indicators with technical input from program staff;
- Monitor major donor trends (policies, strategic directions, etc.) and funding opportunities through regular research and monitoring of information on relevant websites and/or other sources;





- Identify M&E findings that can contribute to advocacy to donors, government, etc. about best practice, lessons learned, to inform donor policy, donor trends and funding mechanisms.
- Create and implement project logic frameworks, indicators, targets, data collection tools, M&E plans
- Provide timely, quality support and coaching to the different project coordinators to meet their specific DM&E needs;
- Conduct baseline research and follow-up evaluations of projects based on existing indicators and objectives;
- Coordinate external evaluation contracts and teams;
- Maintain a database to ensure all program outputs and results are accurately recorded and coordinated to inform program staff;
- Assist Project Coordinators in providing monthly and quarterly reports on all activities, outputs and relevant outcome indicators to TDA office and donors
- Organize regular review meetings with staff to review progress of projects against project objectives, indicators and deliverables, and give meaningful input and recommendations into the project management and institutional learning;
- Participate in and contribute towards internal evaluation processes;
- Contribute to design, monitoring and evaluation with new project development and proposal development;
- Contribute to a cultural change of TDA in terms of being results-oriented and better equipped to achieve measure and report meaningful results.
- Contribute to the overall local fundraising activities of TDA;

Requirements:

- BSc/MA degree in Statistics, Economics and related fields;
- More than 5 years programming experience in humanitarian and development context, with a specific focus on M&E;
- Demonstrated understanding of project design, management and implementation processes and proposal development experience;

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Monitoring & Evaluation:

With close coordination of the DMEL Manager, the MEL Coordinator is mainly responsible to:

- Carryout all regular programmatic data collection, data cleaning, data compilation, and data submission to the DMEL Manager and Program Managers at Head Office
- Support capacity building of TDA programs for improved M&E, including supervision and improvement of the M&E department. With the M&E team:
- Support M&E capacity development processes including identifying capacity-building needs and providing/facilitating training and other capacity building activities to staff and stakeholders, working with technical staff and program managers;
- Ensure robust, country-wide consistent M&E systems are put in place and implemented by program teams and all staff. Collaborate with technical managers/coordinators to refine common approaches and tools for monitoring and evaluation of program implementation. Highlight the importance of streamlined systems that inform program quality improvement and meaningful reporting;
- Provide M&E technical support to Program teams. Ensure efficient systems in place for program staff to collect and compile relevant and concise information for routine project reports and occasional special reports as required;
- Support program teams in analyzing and interpreting M&E data;
- Support program teams to document lessons learnt and its incorporation in current and new programs and projects;
- Work with program team in preparation of consolidated reports including concise narratives and relevant tables and/or graphs that capture progress against indicators and provide both management and donors with accurate and user-friendly information;





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- Demonstrated experience in designing monitoring, evaluation and learning systems, tools and processes in an international development context. Previous experience in survey/baseline and end line design, collection and analysis.
- Highly developed analytical and communication skills, including excellent oral and written English communication skills;
- Proven experience in training and capacity-building of staff;
- Demonstrated interpersonal skills, sound judgment, planning, team building and facilitating skills.
- Demonstrated data management and analytical skills, with demonstrated experience in managing large data systems.
- Interest in sharing professional skills as well as learning from others;
- Proven track record of quality performance in highly pressured environments;
- Excellent English speaking/writing skills required
- Proficiency in Local Language(Wolaitegna) is an advantage

Duration of application: 7 working days



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