Monitoring, Evaluation, Accountability and Learning Manager (MEAL), SCOPE Project

- **Competition #**: 2017-1009 MEAL
- **Contract type**: Full-time Permanent employment (37.5 hours a week)
- **Location**: Bogotá, Colombia
- **Reports to**: Country Representative, Colombia
- **Eligibility**: Local national; must be legally able to work in Colombia;
- **Relocation allowance**: Not applicable
- **Language requirements**: Fully bilingual, Spanish / English
- **Job Classification**: Grade 4
- **Salary Range**: Based on expertise, 72,395,384 to 87,997,173 COP (under review)
- **Annual leave**: 37 days, incl. 17 statutory holidays and 20 days of vacation
- **Social Security Benefits**: As per Labour Laws in Colombia (incl. EPS, 12% Pension Benefits)
- **Deadline**: Wednesday October 25, 2017

**Summary**

Cuso International is a development organization that works to reduce poverty and inequality through the efforts of highly skilled volunteers, collaborative partnerships and compassionate donors. We envision a world where all people are able to realize their potential, develop their skills and participate fully in society. We believe in the power of people, value diversity and take responsibility for our actions and proactively demonstrate that we work with and on behalf of others. Cuso international works in developing countries across the world. We currently have programs in eighteen countries.

Cuso International is currently implementing two new projects, Sustainable Colombian Opportunities for Peacebuilding and Employment (SCOPE) and Volunteer Opportunities for International Cooperation and Empowerment (VOICE) Project, both funded by the Government of Canada through Global Affairs Canada (GAC). The SCOPE Project will develop programs that provide skills training, work internships, and job placements for at-risk youth, women and victims of the conflict matched to the labour market needs of the private sector in seven major Colombian cities: Soacha-Bogotá, Medellín, Cali, Cartagena, Barranquilla, Buenaventura and Quibdó.

The MEAL Manager will report to the Country Director and is responsible for ensuring that the project has the systems and the capacity for carrying out effective monitoring and evaluation of project activities. The post holder will be responsible for ensuring that the project collects, collates and analyzes the key information and data necessary for effective project management, including compliance with GAC and Cuso International reporting requirements, and in supporting other staff and partners to participate in this. To do this the post holder will be responsible for the implementation of the Performance Measurement Framework (PMF) that enables complex monitoring of the beneficiaries and impacts of the program to take place.
KEY RESPONSIBILITIES

Monitoring, Evaluation, Accountability and Learning

- Oversee implementation of Monitoring, Evaluation, Accountability and Learning (MEAL) system for the SCOPE project.
- Collaborate with SCOPE project staff, MEAL Consultants and project partners to design and implement data collection protocols, tools and systems.
- Prepare a comprehensive performance monitoring plan and coordinate implementation with all relevant staff, volunteers and project partners.
- Ensure that the MEAL system fully reflects and incorporates Cuso International’s gender and social inclusion commitments as outlined in the Gender Equality Policy, Strategy and Approach collaborating with the Project Manager, Gender and Social Inclusion and Gender and Social Inclusion.
- Revise and update the Performance Measurement Framework and indicators if necessary on an ongoing basis to incorporate learnings and changes in the project environment.
- Train and brief all staff, volunteers and project partners on the MEAL system and ensure that they clearly understand their role and have the necessary tools for monitoring and evaluation.
- Oversee the regular production and updating of key lessons learned from the SCOPE project.
- Produce quality and timely project reports as required by Cuso International and GAC.
- Produce an update of key lessons learned from the SCOPE project and share with staff, volunteers, project partners and other key actors.
- Improve SCOPE accountability to our local beneficiaries and other stakeholders.
- Lead baseline survey, internal mid-year and annual reviews and external program evaluations.

Knowledge and Information Management

- Manage knowledge, information and data collection and investigation analysis and provide regular updates on variances of results and targets.
- Develop appropriate analysis tools for monitoring and evaluation of project activities as well as knowledge management gathering systems to input into program process, outcome and impact measurement.
- Provide feedback to SCOPE and Cuso International at large based on quarterly monitoring and evaluation reports and analysis of impact data received on a monthly basis.

Other Responsibilities

- Inform and advise the Country Director on monitoring and evaluation strategic directions.
- Carry out any other related responsibilities as required.
- Travel outside of Bogota when necessary.

QUALIFICATIONS

EDUCATION

University degree in a related field (Development or Social Studies); Project Management and Evaluation Certificate considered an asset.
EXPERIENCE

- Minimum 5 years development experience, with at least 3 years working in MEAL systems and/or knowledge management systems of donor funded projects preferably in the area of economic development.
- Experience of developing and facilitating monitoring and evaluation trainings and skill building workshops for actors, including stakeholders in the private sector, government and civil society.
- Experience in networking among, promoting and collaborating closely with private sector, government and civil society actors.
- At least five years’ experience in monitoring and evaluation with in depth experience with:
  - Logic model and performance measurement framework approach and other strategic planning tools.
  - MEAL methods and approaches (including quantitative, qualitative and participatory).
  - Design, implementation and management of MEAL systems for large development projects.
  - Training in MEAL.
  - Facilitating learning-orientated analysis sessions of monitoring and evaluation data with multiple stakeholders.
  - Experience in data processing and knowledge management.

KNOWLEDGE

- A solid understanding of Colombia development context, preferably knowledge in employment and training with a focus on participatory processes and joint management, including:
  - An appreciation of the contribution volunteering in its many forms can bring to development.
  - A strong awareness of gender and social inclusion issues and knowledge of issues affecting young women and men and youth and victims of the conflict in Colombia.
  - An appreciation of the contribution that the private sector and business development approaches can bring to development.
  - Proven ongoing commitment to staying abreast of current development thinking.
- Solid knowledge of the processes of strengthening local organizations and building local capacities for MEAL.
- Demonstrated experience of integrating and measuring gender and social inclusion results including:
  - Gender and social inclusion information disaggregated and gender sensitive baselines, indicators and targets.
  - Data collection and analysis of indicators related to gender and social inclusion.

ABILITIES

- Demonstrated ability to communicate good practices and learning in working with targeted audiences that contributes to breaking down negative gender and generational stereotypes.
- Ability to present and represent Cuso International in a variety of communication media to a variety of audiences including government, private sector, donors and civil society.
- Proven ability to work effectively in a number of teams, in a multi-cultural context and where teams may be geographically dispersed.
- Proven ability to be self-serving in IT (Outlook, Email, databases, basic excel, PowerPoint).
- Good time management and flexibility.
- Ability to work under pressure.
SKILLS

- Demonstrated skills in strategic monitoring and evaluation planning, capacity building, community-based mobilization and employment initiatives for community groups and vulnerable populations.
- Excellent communication skills with the ability to articulate project views efficiently and positively in various formats, including public speaking, panels, debates and group discussions.
- Strong networking skills and the ability to build relationships, alliances and networks in a fast paced ever changing work environment.
- Leadership skills.
- Considerable problem solving and decision-making skills.

HOW TO APPLY

If you think you have the qualifications for this job, we definitely would like to hear from you!

Please email your CV and cover letter in English to hr.lac@cusointernational.org. Make the competition reference the subject of your message: "MEAL Mgr, LAC-2017-1009". Your résumé and cover letter should demonstrate how you meet all the essential and any asset qualifications. Deadline: Wednesday October 25, 2017.

We appreciate all applications. Due to the volume of applications, only candidates selected for an interview will be contacted.