



Vacancy Announcement

Mercy Corps is an international, non-governmental humanitarian relief and development agency that exists to alleviate suffering, poverty and oppression by helping people build secure, productive, and just communities. Mercy Corps works in more than 40 countries, and has been working in Liberia since 2002.

Mercy Corps invites applications from all interested and potential Liberian candidates for the following position(s):

1. Monitoring and Evaluation Learning (MEL) Officer - **01 position, based in Monrovia.**
2. Please find below the full position description for this position.

“Fostering a diverse and open workplace is an important part of Mercy Corps’ vision, and we encourage people from all backgrounds, especially women and members of disadvantaged groups to apply. Mercy Corps is an Equal Opportunity Employer”.

3. How to apply?

Interested and qualified candidates are requested to submit their detailed CV with a cover letter along with other relevant certificates to the email address lr-jobs@mercy Corps.org. You are requested to mention the title of the position on the subject line of the e-mail while applying.

Hard copies of the CV with cover letter along with all relevant certificates can be dropped at Mercy Corps’ Office located at “Tubman Boulevard Sophie Junction Opposite SOS Clinic, Monrovia”. Label the left corner of the envelop with the title of the position for which you are applying. Please note; the Pre-Employment Form should be provided with your application.

Last date for the submission of CV’s is August 13, 2020 by 02:30 pm. Mercy Corps reserves the right to accept or reject any or all CV(s) without assigning any reason. Only shortlisted candidates will be contacted. Telephone enquiries will not be entertained.

“The recruitment processes will be ongoing while receiving applications”.

FEMALE CANDIDATES ARE ENCOURAGED TO APPLY!

MONITORING AND EVALUATION LEARNING OFFICER

Position Description

Location Monrovia, Liberia

Position Status Full-time

Salary Level: Grade 4, Level A-F

About Mercy Corps

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within. Now, and for the future.

Program / Department Summary

Mercy Corps started operations in Liberia in 2002 in response to the humanitarian crisis brought on by the two Liberian civil wars which took place from 1989-1997 and 1999-2003. Since then, Mercy Corps' interventions have evolved based on the context and needs of Liberian people. Based on the changing needs, Mercy Corps Liberia has implemented programs in renewable energy, food security, agricultural livelihoods, financial inclusion, nutrition, water and sanitation, infrastructure, and in youth economic empowerment.

General Position Summary

Reporting to the Country Monitoring and Evaluation Manager, the role holder will play an important technical role, supporting delivery of the AFD-funded Liberia Employment and Entrepreneurship Program (LEEP) (2019-2023) including the design and implementation of a robust monitoring and evaluation framework for program activities. LEEP is a three-year program to bolster employment and entrepreneurship potential of at-risk youth, engage public and private sector stakeholders in youth opportunities and build micro- and small and medium enterprise (MSME) capacity to contribute to economic growth and social development in Liberia.

The Monitoring and Evaluation Officer's core responsibilities will be supporting the Program team to ensure that sub-grant procedures, performance monitoring and results reporting across the entire program, including with private partner enterprises, are in place, effectively and well synchronized across the LEEP Program. S/he will develop and conduct field studies to collect feedback from users about their experience; analyze data from field studies and phone surveys with users; and contribute to regular reports for project partners and the donor.

Essential Job Responsibilities

PROGRAM QUALITY AND ADAPTIVE MANAGEMENT

- Work closely with program team members to develop and maintain an excellent communication, and facilitate periodic reflection and analysis of program monitoring information that feeds into programming and learning.
- Work with Program staffs to ensure that program activities are implemented on plan and progress towards targets is not compromised.
- Provide team members with information, tools and other resources to improve performance and reach objectives.

- Conduct periodic field monitoring of program partners and participants; and providing reports of such visits to supervisor.
- Participate in regular Technical Team meetings to discuss work progress and develop appropriate strategies to ensure set project objectives and program goals are achieved.
- Perform other tasks, as required by the supervisor.

PROGRAM MONITORING AND EVALUATION

- Conduct frequent field visits to project sites to assess activities and ensure efficient use of resources
- Ensure authentic data is provided by field teams for project progress updates
- Work with project team and partners to establish criteria for program participant identification and monitor same through periodic and on-the-spot monitoring.
- Responsible for data collection, analysis, organization and presentation including:
 - Establish strategy and work-plan for documentation, data collection, learning and reporting
 - Ensure all information to report on donor required indicators is being collected
 - In addition to donor required indicators, work with LUL team and partners to establish additional Key Performance Metrics (KPMs) and a strategy for data collection and participant feedback mechanisms that will help the team benchmark progress towards targets and adjust their approach as necessary throughout the project.
- Establish a dashboard that visualizes progress towards project goals and serves as benchmarking tool for adaptive program management by team members and partners.
- Lead program and sector assessments, baselines, evaluations and monitoring surveys. This will entail trainings and management of data collectors, report writing and facilitating results discussion.
- Establish database for private sector program partners working with the program and work closely with the program team to monitor progress.
- Visit sites and partners to collect supplementary data, stories and conduct qualitative research both independently and in teams.
- Support institutional learning and facilitate sharing of relevant program and research information within and outside the organization.
- Monitor project activities and identify best practices and document lessons learned from implementation of program activities.

SECURITY

Ensure compliance with security procedures and policies as determined by country leadership. Proactively ensure that team members operate in a secure environment and are aware of policies.

ORGANIZATIONAL LEARNING

As part of our commitment to organizational learning and in support of our understanding that learning organizations are more effective, efficient and relevant to the communities they serve - we expect all team members to commit 5% of their time to learning activities that benefit Mercy Corps as well as themselves.

ACCOUNTABILITY TO BENEFICIARIES

Mercy Corps team members are expected to support all efforts towards accountability, specifically to our beneficiaries and to international standards guiding international relief and development work, while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects.

OTHER

- Conduct him/herself professionally and personally in such a manner as to bring credit to Mercy Corps and to not jeopardize its humanitarian mission.
- Other duties as assigned.

ACCOUNTABILITY: Reports Directly to the Country Monitoring and Evaluation Manager

WORKS DIRECTLY WITH: Program teams, finance and operational staff.

KNOWLEDGE AND EXPERIENCE:

- Minimum of 5 years' experience in providing technical M&E support to projects in the development sector;
- Experience conducting M&E for donor-funded projects, including developing and adhering to work-plans, designing and refining data collection tools, collecting and analyzing data, and reporting on findings. Substantive experience in using qualitative and quantitative data collection methods;
- Demonstrated experience of conducting primary data collection to explore gender issues, and using tools with sensitivity to gender dynamics;
- Substantive experience managing surveys to collect data on project outcomes and customer feedback – experience in managing phone-based surveys is highly desirable;
- Experience in working with a multitude of project partners to build relationships, consider stakeholders' interests in designing tools and methods, and maintain open lines of communication and transparency with team members;
- Excellent ability to write clear and concise technical documents in English, demonstrated with writing samples;
- Experience in using robust methods to analyze both quantitative and qualitative data – experience using software packages for quantitative and qualitative analysis (Stata, SPSS, R-squared);
- Willingness to meet regularly with the project partners and work collaboratively and creatively with them to develop data collection plans that do not burden or compromise the efficiency of their operations, while still meeting program data tracking needs
- Fluency in written and spoken English

SUCCESS FACTORS:

The successful M&E Officer should be self-motivated, energetic, proactive and ability to pay attention to detail. S/he should have excellent organizational skills. S/he should be a team player and possess exceptional interpersonal skills. S/he should be honest, reliable and should possess the ability to work independently. The M&E Officer should be willing to learn and adapt well to new environment and changes.