JOB VACANCY
Monitoring Evaluation Accountability Results and Learning (MEARL) Officer

Summary

The MEARL officer shall gather, interpret, use, and communicate evidence on the impact of a growing portfolio of activities across PASGR Programmes. Informed by the OECD DAC criteria principles, the incumbent will oversee the collection and communication of meaningful, high-quality data about PASGR's interventions; ensuring the organisation's activities remain informed by evidence and aligned with its evolving strategic objectives; and generally maintaining and improving the organisation's MEARL processes.

The MEARL Officer is also responsible for leading the development, optimisation and utility of the effectiveness of PASGR's Results Management IT based systems (the Management Information System and the Results Framework Dashboard) as well playing a lead role in strengthening PASGR's documentation and dissemination of its results and learning. S/he will also support processes for the implementation of evaluation activities for PASGR ensuring strong linkages between results, communication and learning, and will be key in ensuring that PASGR develops and maintains a strong MEARL focus. Working with programme teams, s/he will assist them to clarify outputs, outcomes, develop and implement MEARL plans and develop their monitoring and evaluation capacity.

In collaboration with the heads of programmes, the MEARL officer will also coach, motivate and guide the programme teams to enhance their performance and results delivery in line with the OECD DAC criteria principles. Capacity building of users of the Results Management IT based systems (e.g., the Management Information System and the Results Framework Dashboard) is an important part of this job and the MEARL Officer will lead in coaching and troubleshooting support activities for the different, internal and external, user groups.

The MEARL Officer will be responsible for ensuring that the Results Management IT based systems facilitate and simplify the use of PASGR's Theory of Change, the related programme and project results chains and other programme and project information by the different user groups for more effective decision making.

The measure of success will be that the different user groups (programme teams, senior management team (SMT), the Board, donors, and strategic partners) get their specific and relevant results information in a timely manner, with ease and convenience, and are engaged in using the results for their work.

Key Responsibilities

Programmes Monitoring, Evaluation, Accountability & Reporting
- Support development and implementation of monitoring, evaluation and accountability plans.
- Provide internal quality assurance for monitoring, evaluation and accountability standards with respect to evaluations commissioned by PASGR.
- Review and provide timely feedback on monitoring, evaluation and accountability outputs, such as inception report, draft report, and draft final report for individual evaluations.
- Liaise with the programme teams and policy engagement and communications outreach team to ensure lessons learnt and outcomes from evaluations are communicated internally and externally.
- Ensure storage and retrieval of all monitoring, evaluation and accountability reports within PASGR management information system.
- Ensure timely monitoring of the implementation of the programme activities in accordance with annual operating plans.
- Prepare monthly MEARL update reports, regular implementation reports and analyses as required and produce different analytical tables corresponding to reporting and MEARL requirements.
- Ensure the timely collection of MEARL data (according to the tools and written reporting procedures).
- Administer all databases used for MEARL
- Assist in the regular collection of results for the project process indicators, with participation of management and relevant programme team staff.
- Document and track innovative strategies/best practices/new approaches.
- Lead development of quality assurance systems for the project to ensure data quality.
- Ensure appropriate data collection tools and systems are in place and are being used correctly by staff and partners to collect required and accurate data for performance and MEARL.
- Identify the MEARL technical assistance (TA) needs of programme teams and provide/organise TA through training and mentorship, with support from management.
- Design and coordinate annual (or as needed) data collection tools and processes with programme staff and partners to ensure timeliness, consistency and quality.
- Lead consolidation and write up for donor reporting, communications and other organisational needs, including IBP's organisational results framework.
- Lead in identifying priority evaluation questions and evaluation approach, including internal and external evaluations, as relevant; undertake internal assessment, and co-create and manage external evaluations, as required.

The Results Framework

- Development and maintenance of PASGR's organisational results framework, ensuring alignment with programme results frameworks and monitoring processes; develop annual results reports and/or other related products. The results frameworks created must be relevant, robust, and serve the informational needs of the programme (internal learning and external communications and donor reporting).

- Lead in developing systems for tracking and reporting the progress of attaining the results of the PASGR Results Framework and link these with reporting by the Results Dashboard.

- Lead the process of updating the PASGR Results Framework when necessary.

The Management Information System (MIS) & IT Development

- Provide guidance to the system developers so that the MIS is adapted to the technical requirements and user needs of PASGR. To succeed, user needs will be identified, user groups designated and then the system adapted accordingly with elegance, ease of use and practicality as the objective.

- Lead in the process of developing and implementing strategies for getting all the data necessary and ensuring that it is uploaded into the system and kept up to date. Specifically, the officer will be required to produce quarterly periodic reports to be used for strategic decision making within PASGR by senior management teams.

- In close collaboration with other programme team members, provide support to staff and partners in enhancing the quality of the data in the system.

- Lead in the development and implementation of capacity building and coaching activities for all users so that their capacity in using the system is maximised.

- Collaborate with the IT team in the development and adoption of IT systems and infrastructure that is harmonized and mutually compatible for reporting results.

- Identify and bring into the MEARL team innovative and emergent IT tools and systems that make Results Management more effective (e.g. mobile data collection technology and web-based survey tools).

- Provide technical input into PASGR IT project activities.

The Results Reporting Dashboard

- Provide guidance to the system developer so that the Results Dashboard is developed and adapted to the technical requirements and user needs of PASGR. To succeed, the system will be complimentary and well linked to the MIS, the data required will be easy to collect and the user interface will be practical, elegant and easy to use.

- In close collaboration with programme teams, develop and implement strategies for getting relevant and appropriate data for the dashboard to be accurate, effective and up to date.

- Develop and present quarterly reports on PASGR targets and results derived from the results meter on a quarterly basis. Also, develop specific strategic reports for the Board and donors.
- In close collaboration with programme teams, provide support to staff and partners in enhancing the quality of the data collected and put in the system.
- Lead in the development and implementation of capacity building and coaching activities for all users so that their capacity in using the system is maximised.
- Work with programme teams and partners to develop project level results chains, develop and implement MEARL plans.
- Work with programme teams to analyse progress across the PASGR portfolio and prepare information to contribute to management processes.
- Lead/facilitate evaluative activities such as the development and review of theories of change; collection, analysis and presentation of qualitative and quantitative data; and learning activities such as after-action reviews, development and maintenance of critical incident maps, development of case studies, annual reviews and evaluations.

Learning, Engagements and Communication
- Priority learning questions and learning approach, including annual (or as needed) review and reflection spaces, and agreed upon learning products; support programme staff to create a participatory learning culture actively involving partners and other relevant stakeholders.
- Coordinate with programmes and communications teams to ensure alignment between external communications, donor proposals/reporting, and strategic planning and MEARL processes and products.
- Contribute to effective knowledge management practices and systems, ensuring alignment and compatibility with all programs, as well as fundraising and communications priorities.
- Lead or support (as relevant) organisational assessments, evidence reviews, learning syntheses or other evidence generating processes or products.
- Support and facilitate organisational strategy and learning processes and spaces, ensuring inclusivity and participation while ensuring engagement with evidence and insights from PASGR's and external sources.
- Facilitate and support evidence gathering and learning processes that address programme priorities and enable strategic and adaptive management, as well as documentation and sharing of progress and lessons with PASGR's and external audiences, including funders.
- Ensure that robust, practical, relevant, and participatory strategic planning and MEARL methodologies, tools, practices, and processes generate meaningful evidence and insights that inform programme strategic adaptation and other relevant decision making; develop and implement uptake and engagement plans for all assessments, evaluations, case studies, learning products, and other MEARL processes and products.

Other Responsibilities

- Participate in and facilitate meetings and spaces for staff to coordinate and co-create tools, practices, processes, and evidence.
- Participate in team and organisational planning and retreats, annual personnel reviews.
- Support an organisational culture that aligns with PASGR's principles.
- As may be assigned by the Executive Director.

Person Specification and qualifications

Education:

- Masters or Advanced Degree in Public Policy, Economics, Statistics, MEL, Project Management, Development Studies or other relevant social science discipline is required.
- Post graduate qualification or additional training in Monitoring and Evaluation will be an added advantage

Experience:

- Eight (8) years minimum working experience is essential, three of which are directly in the design and implementation of Monitoring and Evaluation.
- A minimum of five (5) years in research and evaluation design, reporting, and knowledge management.
- A minimum of five (5) years of experience setting up and maintaining information and data management platforms.
- Quantitative and qualitative data analysis skills including the use of software such as powerBI, looker studio, tableau, and excel/google sheets and familiarity with routine management of information systems are highly desirable.
- Experience using statistical packages such as SPSS and STATA is an added advantage.

Essential knowledge and skills:

- Excellent negotiation and communication skills, including demonstrated ability to handle sensitive negotiations on matters affecting PASGR staff, partners and communities.
- Ability to maintain donor relationships and accountability in line with funding policies and standards.
- Strong leadership and management skills
- Excellent planning and prioritization skills
- Excellent Skills in Programme Information Management

- Strong analytical and problem solving, and management of crisis, conflict, and risk.
- A strong commitment to adhering to and promoting Safeguarding policy.
- Excellent conceptual, analytical, documentation and presentation skills.
- Excellent skills in facilitation and capacity building for inter-linkages amongst staff, partners & stakeholders.
- High degree of integrity, dependability, and confidentiality.
- Good interpersonal and communication skills coupled with ability to influence, negotiate, advice, mentor, and train.
- Ability to work independently and be self-motivated.
- Programme implementation and project management skills are preferred.

Application process

Interested candidates for the role are required to submit a formal application for this position. All applications should include:
  a) A cover letter explaining their interest in the position, and relevant experience.
  b) A CV/resume, demonstrating relevant experience and including contact information (5 pages maximum).

Interested and eligible candidates are requested to submit their application with the subject clearly indicating "PO/RP/2025: Monitoring Evaluation Accountability Results and Learning (MEARL) Officer" by no later than Friday, 14th March 2025, 5.00p.m. EAT to recruitment@pasgr.org .

For any inquiries and questions related to the call, kindly write to research@pasgr.org .