



Position: Monitoring, Evaluation and Learning (MEAL) Specialist

Project Title: Supporting Timorese CSO & Women as Empowered Market Agents (**Hakbiit Feto**) Project

EC Contract No.: CSO-LA/20219/423-106

Location: Dili, with frequent travel to Ainaro, Baucau, and Bobonaro

Duration: 1 year with possible extension

Reporting to: Program Manager

Supervises: None.

Remuneration: Manager Level – Range determined according to experience

Project Information: **Hakbiit Feto Project** has the overall objective to empower women socially and economically through 1) strengthening women focused CSOs to operate effectively to support development and women's empowerment; 2) promoting supportive relationships within families for participation in society and economic activities; and 3) supporting women's engagement in society and the economy through participation in value chains and market systems. The project will be implemented in 4 municipalities of Ainaro, Baucau, Bobonaro and Dili. It will be benefitting 45 CSOs and 60 Informal groups active in production, processing, trading and saving and loan activities. This project is funded by the European Union and implemented by ADRA in partnership with Rede Feto Timor-Leste.

Position Purpose: The MEAL Specialist is responsible to develop a comprehensive MEAL system to enable the Hakbiit Feto Project team to monitor and evaluate the project progress and achievements to make necessary changes in project implementation and demonstrate Project Goal and Impacts. The MEAL Specialist is responsible to build the capacity of Rede Feto Capacity Building Officer to be able to deliver high quality performance.

Key Responsibilities

Project MEAL System and Procedures

- Design and coordinate the MEAL procedures and system to ensure that the monitoring, evaluation and accountability are implemented.
- Support the program team with developing the Annual Work Plan
- Lead the project team and local partners in developing the data collection tools.
- Identify budget/resources needed for MEAL activities of the project.
- Baseline survey, annual reviews and final evaluation are carried out according to the schedule.
- Develop and implement appropriate tools and system to monitor the progress, quality and impact of the project activities.

- Organize the lessons learnt workshop to disseminate the lessons learnt and best practices to key stakeholders.
- Support the Project Manager in preparing quarterly and annual progress reports according to donor and country office reporting guidelines.
- Support the Project Manager in the collection of stories of success or challenges from community members, leaders or other stakeholders for public relations and communication purposes.

Partners Organisational Capacity Building

- Mentor the of Rede Feto Capacity Building Officer to be able to build the capacity to deliver high quality services.
- In coordination with Rede Feto Capacity Building Officer develop and roll out the organisational capacity assessments method to Rede Feto and its members
- Lead the development of Capacity Strengthening Strategic Plan of the Rede Feto Network.

The Learning Platform

- Lead the development of conceptual and operational procedures of the Learning Platform (LP) of the Rede Feto network.
- Lead the establishment of the Learning Platform (LP) as a venue for training and technical support that fosters CSO peer sharing, coordination, and collaboration.

Requirements

- A university degree in social science, statistics or related field.
- At least five (5) years' experience in designing, implementing and overseeing the MEAL tasks
- Demonstrated experience in managing staff and local partners capacity building in MEAL.
- Experience with M&E Approaches for EU is highly desirable
- Experience in database design and mobile data collection form
- Experience in use of qualitative and quantitative software for data analysis
- English and Tetum fluency are essential.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Strong people and communication skills including the ability to negotiate and build good working relationships.
- Ability to be flexible, creative, and able to work well in challenging environments.

Female candidates are encouraged to apply.

ADRA Timor-Leste is a child safe organisation and screens applicants for suitability to work with children, the successful applicant will be required to undergo background checks according to ADRA's Preventing Sexual Exploitation and Abuse Policy and Child Protection Code of Conduct and Policy.

To apply for this position, please send a cover letter and CV highlighting the required criteria above to domingos.sinorio@adra.tl in person at ADRA office Travessa Hali Mesak, Delta 2, Dili. Contact 77343963.

Closing date: 22 March 2021 09:30 AM