



**Monitoring, Evaluation, Accountability and Learning (MEAL) Specialist
For the Fair Finance Asia (FFA) Program
In Asia Regional, Indonesia, Japan, India, Thailand, Philippines, Cambodia and Vietnam**

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

Annual Salary and Benefits Internal Job Grade	C2 National
Contract type	Fixed Term Contract – 1 year with possible extension
Geographical coverage: Global, region; country(ies)	Asia Regional, Indonesia, Japan, India, Thailand, Philippines, Cambodia, Vietnam
Key relationships/interactions or Partner organisation/s if applicable	IDEALS, PRAKARSA, JACSES, Rivers International, Oxfam India, Oxfam in Cambodia, Oxfam in Vietnam, CSR Asia, ASEAN CSR Network, SOMO, Profundo, FFA Portfolio Management Unit
Reporting to	FFA Contract Manager
Staff reporting to this post	No
Office Station	FFA Project Management Unit (PMU), Oxfam in Cambodia or any other Asian country where Oxfam has a office and the applicant has the right to work (with working remotely negotiable)

Background

The Fair Finance Asia (FFA) programme focuses on reducing the negative impact of investments of regionally operating banks and insurers in Asia on human rights, the environment and climate change, and on increasing their investments in pro-poor inclusive economic development. The cross-border nature of the problem requires an approach targeting both national and regional levels. The programme has a regional programme management unit (PMU) based in Oxfam Cambodia and operates in 7 countries: Indonesia, Japan, India, Thailand, Philippines, Cambodia and Vietnam. The FFA programme works with different stakeholders, alliances, and networks such as CSOs, governments, financial institutions, financial regulators, investors and development banks (IFC, ADB). Programme implementation started in 2018, with programme funding by SIDA up till the end of 2022. The FFA programme works in close alignment with the Fair Finance Guide International network (now operating in 10 countries across the world) and its methodology to assess the policy and practices of financial institutions.

The FFA programme uses assessment reports to influence and engage financial institutions and regulators to promote a sustainable financial sector in Asia, with financial sector institutions operating at national and regional levels, being more transparent and accountable and adhering to ESG and Human Rights criteria.

The expected outcomes of this programme include: 1) Improved practices of financial sector actors: Financial sector actors, operating at national and regional level in Asia, adhere to ESG and HR criteria and are more transparent and accountable in relation to companies they invest in and customers they serve; 2) Improved policies financial sector actors: Financial sector actors, operating at national and regional level in Asia, adhere to ESG and HR criteria; and improved political will among influentials and sector associations; 3) Improved regulations on integration of ESG and HR criteria in the financial sector by national governments and other financial sector regulators; and improved political will among influential; 4) Stronger and wider alliances established and strengthened with FFA/CSO coalitions successfully engaged with other stakeholders at national and/or regional level; and the start-up of a regional multi-stakeholder dialogue creating the conditions for a regional multi-stakeholder initiative on sustainable finance; 5) Capacity strengthening CSOs: CSOs and their FFA/CSO coalitions at national level strengthened on research, monitoring and influencing the financial sector; and participate in or initiate influencing and advocacy efforts on promotion of a transparent and accountable financial sector; 6) Increased citizens' awareness and voice. Women and men taking action campaigning, demanding and/or engaging for a transparent and accountable financial sector that integrates ESG & HR criteria.

Team Purpose

To lead and support the FFA programme in implementing its MEAL and Social Accountability objectives. The post holder will support and contribute to the success of the Project Management Unit in effectively and efficiently implementation the FFA programme, ensuring high quality and impact to all people we work with. The post holder is expected to advise and instruct/coach on programme quality approaches and strategies for programme synergy and impactful deliverables.

Job Purpose

The post holder will lead on the further implementation of a robust Monitoring, Evaluation, Accountability and Learning (MEAL) Framework for the FFA Programme, in line with the requirements of Oxfam International's Common Approach to MEAL and Social Accountability (CAMSA) framework and SIDA's donor performance standards. A key part of the role will be capacity building and regular coordination with and support to the Project Management Unit based in Phnom Penh, countries' participants across Asia, programme partners and service providers at all levels, as and when required.

Job Responsibilities

- Ensure that the MEAL system is implemented in alignment with the approved proposal, operational design/plan and application of the programme's MEAL framework and tools;
- Drawing and adding to links between country level frameworks, including supporting communication between countries on specific ideas and technical components related to MEAL;
- Ensure that both the overall FFA framework and individual country programme framework that sit under the FFA are cohesive, complimentary and there are clear opportunities for learning, sharing and collaboration across countries;
- Provide tools, systems and trainings to ensure that the MEAL methodologies Outcome Harvesting and Process Tracing are implemented in line with existing Oxfam practices;

- Provide training and coaching in the application and the use of MEAL instruments and procedures;
- Provide in-country framework and technical support to countries that request it;
- Ensure that systems for collecting evidence on outcome and impact level are available and operationalised (both quantitative and qualitative);
- Identify learning and knowledge needs of key stakeholders for the strategic planning, effective management and ultimately impact of the programme;
- Ensure compliance with Oxfam's management information systems; monitoring and learning practices at all levels; and evaluation and baseline policy;
- Knowledge management; development of mechanisms through which information collected is disseminated as knowledge;
- Maintain and strengthen space where programme staff, partners and networks can develop, deepen and share knowledge with regard to communication on the Financial Sector;
- Promote knowledge generation and sharing among stakeholders as well as across Oxfam programmes, including with partners;
- Provide support to country focal points and regional partners in joint learning and exchanges;
- Coordinate and ensure an effective external evaluation of the programme.

Job Requirements

Essential

- At least 3 years relevant experience working with INGOs/NGOs on MEAL issues in comparable organisations and programme contexts.
- Ability to lead the continuous improvement of a database for programme learning.
- Prior experience with complex MEAL systems for multi-country or regional projects.
- Demonstrated experience in distance management a plus.
- Strong knowledge of and demonstrated practical experience in MEAL methodologies (particularly appropriate quantitative and/or qualitative research methods), data analysis and report writing.
- Demonstrated knowledge of (or interest in) innovative evaluation and impact assessment methodologies, e.g. Outcome Harvesting, Contribution Analysis, Process Tracing.
- Experience in applying MEAL concepts in a wide range of thematic areas including financial inclusion, gender, capacity strengthening, influencing.
- Self-motivated team player that is able to work remotely and independently, with confidence and delivering high-quality work; diplomatic skills with experience operating in contexts with cultural and political sensitivities.
- Experience in promoting evidence-informed learning and programming.
- Proven analytical and decision-making skills in a challenging and complex context.
- Excellent written (including report writing) and oral communication skills in English.
- An ability to undertake significant travel to support the PMU in Cambodia and partners in multiple Asian countries, and to join field-based work.

Desirable

- Ability to manage multiple tasks in an effective, pro-active and timely manner
- Desire to improve quality of service and customer satisfaction

Key Attributes:

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.

- Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women’s rights, and diversity for all aspects of development work.
- Commitment to Oxfam’s safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

Organisational Values:

- Accountability – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions.
- Empowerment – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen.
- Inclusiveness – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences.

Job Description Template

Key Behavioral Competencies (based on Oxfam’s Leadership Model)

Competencies	Description
Decisiveness	We are comfortable to make transparent decisions and to adapt decision-making modes to the context and needs.
Influencing	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organization. We spot opportunities to influence effectively and where there are no opportunities, we have the ability to create them in a respectful and impactful manner.
Humility	We put ‘we’ before ‘me’ and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization.
Relationship Building	We understand the importance of building relationships within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organisation.
Mutual Accountability	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.
Agility, Complexity, and Ambiguity	We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways.
Systems Thinking	We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organisational decisions and actions.

Strategic Thinking and Judgment	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
Vision Setting	We have the ability to identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders.
Self-Awareness	We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes.
Enabling	We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.

Apply

Interested applicants should submit their application and CV to our recruitment website at <https://career2.successfactors.eu/career?company=OxfamNovibP> by September 23, 2019 at 5 pm Cambodia time.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED