



Monitoring, Evaluation and Learning Coordinator (Re-advertisement)

Oxfam is an international confederation of 20 organisations networking together in 90 countries. As part of a global movement for change, we are working together to build a future free from the injustice of poverty. We work with thousands of partners in countries around the world and employ staff in a wide variety of posts. We work directly with communities and we seek to influence the powerful in order to enable the most marginalised to improve their lives and livelihoods and have a say in decisions that affect them.

Working at Oxfam is so much more than just a job. As an Oxfam employee, you will join a team of dedicated and passionate professionals working to help people overcome poverty, build resilient communities and fight for social justice.

Oxfam has had a presence in Laos since the late 1980s and works to deliver a country strategy that focuses on sustainable livelihoods, governance and civil society, gender and diversity and resilient communities.

Oxfam in Laos requires an experienced and qualified person to fill the position of **Monitoring, Evaluation and Learning Coordinator** to be based in our office in Vientiane, Lao PDR.

Purpose of function

Monitoring, Evaluation and learning (MEL) Coordinator is to be responsible for development and implementation of Oxfam in Laos MEL framework, policies and system which places gender at the centre of all programmes and projects.

Functional links

The MELC relates directly with the Partnerships and Quality Manager, the Programme Managers and respective teams regarding MEL policies and strategy.

- The MELC relates directly to the programme staff in Laos with regard to integration and implementation of MEL framework in programme implementation and development, through gender lens.
- The MELC relates to the Partnerships and Quality Manager of Oxfam in Laos with regard to MEL related support for programme implementation and development, including work under the Oxfam 2020 framework.

Overall Responsibilities

The MEL Coordinator will have overall responsibility for monitoring project implementation and progress of Oxfam in Laos towards the objectives of the Oxfam Country Strategy (OCS), through gender lens, supporting project MEL activities at the grassroots and developing a MEL system that will assist to steer the country strategy and knowledge management. The MEL Coordinator will ensure that MEL processes are directed to learning with the partners and staff for/with whom the project is designed. Also, the MEL coordinator is responsible for knowledge management among all programmes implemented to ensure the whole organisation benefits from and applies programme

learning.

Specific Tasks

1. To develop programme MEAL systems in accordance with Oxfam standards

- To define and/or develop specific processes, methodologies and tools for planning, monitoring, evaluation, learning, accountability and reporting in line with Oxfam minimum requirements Common Approach to MEL and Social Accountability (CAMSA);
- In close coordination with affiliates, partners and country teams, to develop and monitor implementation of MEAL systems, processes and tools to ensure quality and consistent information is available on programme performance and impact for reporting, project and program review and knowledge;
- To advise in the design and management of evaluations in compliance with Oxfam's evaluation policy (ToR, final report, dissemination of evaluation findings, etc), ensuring that a management response of the findings and recommendations is completed, recorded and followed up for implementation.
- To ensure that all processes, methodologies and tools are gender sensitive and capture gender transformative changes.

2. To support and advise on programme and project design

- Support country programme and project design processes, particularly on logic of intervention (Theory of change, country program logical frameworks and MEAL plans), and contribute to ensuring adherence to Oxfam's programme quality standards for design.
- Advise on the development of logical frameworks and MEAL plans in project proposals, in coordination with the program teams.
- Responsible for estimating and setting MEAL resources in proposals (skills, time and budgets).

3. To ensure capacity building of relevant Oxfam team, partners, target groups and community in MEAL

- To provide technical advice to country teams to implement monitoring, evaluation, accountability and learning processes at national and local levels, through direct support and field visits;
- Define, implement and monitor capacity building process of partners and Oxfam staff on knowledge, skills and competencies and ways of working necessary for effective implementation and usage of MEAL in line with Oxfam programme and MEAL standards;
- To train and/or to provide technical assistance for capacity building of partners to implement MEAL activities, to ensure reporting and use of MEAL findings for project related decisions;
- To provide support and advice for target groups in the community and advise on processes for their participation in MEAL where appropriate.

4. To promote, facilitate and develop knowledge management in Oxfam in Laos

- Through innovative methodologies, boost and promote an enabling environment for exchange and peer to peer learning between projects and programmes in Oxfam in Laos and with regional Oxfam programmes, with special attention to gender aspects.
- Be the lead for the Linking and Learning in the framework of the VOICE project.
- To capture and share the learning of the Oxfam in Laos projects within the team, including collection and compilation of the information available.
- To compile country monitoring data into overall reports reflecting activities, outputs and outcomes in order to guide management decision making, provide accountability to stakeholders, share learning and demonstrate impact.

This position will be requested to fulfil additional task, as required, like contribution to the humanitarian preparedness and response or other aspects linked to Oxfam International.

Required qualifications and competences

- Knowledge and proven experience in establishing and maintaining effective monitoring and evaluation systems for development projects and programs.
- Strong commitment to the aims and objectives of Oxfam, including strong commitment to gender equality and social justice
- Experience in gathering, analysing and presenting quantitative and qualitative data
- An understanding of the links between knowledge management, MEAL and institutional development
- Relevant experience with knowledge management in similar organizations
- An aptitude for external linking, learning and representation with a clear ability to draw knowledge and ideas from across the sector into the organization
- Demonstrable understanding of gender and rights based approaches to development especially in Laos
- Experience of using participatory approaches in development projects
- Team player with ability to deal with a range of people from various cultures and different capacities
- Excellent facilitation and training skills

Personal Quality

- Team player with ability to deal with a range of people from various cultures and different capacities.
- Proven ability to work effectively with others – strong interpersonal skills
- Leadership and coordination skills
- Ability to take initiative and work independently when needed.
- Able to communicate effectively in written and spoken English and Lao.
- Commitment to Oxfam's values.
- Ability to show perseverance, tenacity and the ability to work under pressure.
- A strong focus on results – sets goals, plans and prioritises effectively, monitors quality and progress of work against plans, establishes high level of performance and sets an example to others.

More information and application procedure:

To apply for this position, please prepare application including a motivation letter and curriculum vitae indicating “MEL coordinator position” and send to recruitment.laos@oxfam.org or contact us at Oxfam 98/8, Sithong Road, Ban Nongduangtai, Sikhottabong District, Vientiane, Lao PDR. PO Box 4723. Vientiane Capital, Lao PDR.

Closing date for applications is: Friday 28 September 2018.

Oxfam is an equal opportunity employer. We are committed to ensuring diversity and gender equality within our organisation. Women and people from diverse groups are welcome to apply for these positions.

Only short-listed candidates will be contacted for interview