CALL FOR CANDIDATURES: Monitoring, Evaluation & Learning (MEL) Analyst

UfM/FT/2022/006

1. Subject:

The UfM Secretariat is seeking to incorporate a Monitoring, Evaluation & Learning (MEL) Analyst at its headquarters in Barcelona. Below is the job description, detailing the responsibilities and required skills and qualifications.

Job description			
Job Title:	MEL (Monitoring, Evaluation, Learning) Analyst	**Reports to:**	Executive Director
Department:	Directorate for Operations and Partnerships	**Staff category and conditions:**	**Contracted Staff (Fixed-Term Contract up to 3 years, with 6 months' probation period):** the renewal of the contract is subject to the positive performance, budget availability, UfM applicable regulation (Staff Regulations and Implementing Rules of the Staff Regulations) and funding from applicable grants* **Post Classification**: CS3 Officer/Analyst **Gross Salary Range:** 43.000 Euros * *this post is partly funded by the cooperation agreement between UfM and Sida and will depend on related funds and conditions (the cooperation agreement cover the period from 2022-2025)*
Indicative starting date: *February 1st 2023*			
SUMMARY			

The MEL Analyst will work under the supervision of the Executive Director of the Directorate for Operations and Partnerships. The MEL analyst's work is at the onset linked to the Sida funded Programme ''UFM regional Dialogue Programme 2021' (operational period from 2022-2025)

situated at the Directorate for Operations and Partnerships. Work may, in time, be broadened to the UfM as a whole.

The MEL analyst will cooperate with:
- Sectorial divisions
- Finance and contracts department
- Communication Unit

This unique position will include supporting the design and delivery of adaptive MEL approaches and methods to programme theory and theories of change. The MEL Adviser will lead, support and guide the MEL-process within the Sida funded programme. The MEL analyst will also support partners to the UfM where forwarding of funds is undertaken (2 currently).

The position implies tasks of MEL engagement with the programme team, MEL planning, baseline set-up and monitoring of the same, support to programme officers on RBM and MEL. The MEL-analyst will be part of the programme team responsible for the implementation of the programme.

PRIMARY RESPONSIBILITIES

Under the supervision of the Executive Director, and according to annual Work Plans and priorities of the Directorate for Operations and Partnerships, he/she will:

- Lead efforts to design, adapt and develop RBM approaches, set-up, and methods.
- Lead the design and implementation of a MEL approach and system and plan, to monitor, evaluate, learn from and report on the results framework.
- Provide support to – and over time –developing a set-up for a results-focused organizational structure focusing on monitoring of changes within the Sida funded programme.
- Support efforts to collate and synthesize data at fund-level on specific thematic and priorities within the programme.
- Facilitate internal learning processes on results.
- Guide the programme team to deliver important information related to results reporting.
- Lead the delivery of thematic and other evaluations and reviews.

- Lead engagement with other UfM stakeholders to understand MEL requirements.
- Provide technical MEL inputs to interventions/partners (e.g., collaborative design and development of actor-based Theories of Change, MEL frameworks, MEL plans, results frameworks, learning questions, etc.)
- Support for the development and application of MEL capability initiatives, including training, coaching, and peer-to-peer learning. Support adaptations of the UfM Project Manual procedures (in relation to RBM and MEL) and use of the Project Monitoring Tool as needed,
- Assist the Communication Department when developing material related to UfM results and learning,

- Contribute and actively engaging in any reflection on improvement of working methods and concepts.
- Cooperate with sectoral Divisions of the Secretariat, sharing experiences and promoting best practices in RBM and MEL

In addition, he/she will be asked to:

- Provide input as relevant in developing Terms of Reference for **studies/technical assistance** missions linked to project work or other cross-cutting analysis linked to the work of the Secretariat, monitor performance and carry out all aspects of related procurement processes.

Other duties as assigned.

QUALIFICATIONS, SKILLS AND RELEVANT EXPERIENCE:

ESSENTIAL MINIMUM REQUIREMENTS

- Master's degree in economics, Political or Social sciences or equivalent field.
- Minimum of 5 years of experience in multi-cultural environments relevant to the duties described above.
- Significant experience in team MEL efforts.
- Minimum 3 years of experience in cooperation projects funded by international organizations or development agencies.
- Facilitation skills.
- Strong analytical skills and ability to make sound judgements, critical thinking, and problem-solving skills.
- Planning and organizational skills.
- Excellent communication, drafting and reporting skills.
- Good command of English both orally and in writing.
- Knowledge of another UfM language.
- Computer literacy in MS office tools.

Applicants must hold the nationality of a member State of the UfM.

DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in Mediterranean countries.
- Proven capacity to work in a policy-driven institution operating in a multicultural geographical area, being able to recognize very diverse political, economic and social environments and to accommodate pragmatically and tactfully the activities of the institution to those different environments.

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2. Submission of applications:

To apply, you need to complete the application form on the website and include the following information and documents:

• **A detailed curriculum vitae in English (pdf version only**) clearly elaborating educational and professional experience relevant for the position**. Please note it is mandatory to choose a file name that includes your name i.e."name-surname-cv".**
• **A motivation letter in English (pdf version only)** including a clear mention of the profile applied for and full postal address. **Please note it is mandatory to choose a file name that includes your name i.e. "name-surname-cover letter".**
Please, do not send any supporting documents (i.e.: copies of ID-card, educational certificates, evidence of previous professional experience etc.) with the application at this stage.

3. Submission Date:

Complete applications must be submitted by December 2nd, 2022 (midnight, European time, GMT+1).

4. Conditions:

If the selected candidate doesn´t meet minimum requirements, the UFM Secretariat reserves the right to appoint the selected candidate at a lower level than the advertised level of the post

Protection of personal data - Privacy notice

The UfMS as the body responsible for organizing the selection process will ensure that Candidates' personal data are processed with greatest care and confidentiality. This applies in particular to the security of such data. Personal data shall be processed solely for the purpose of the selection procedure.

Candidates are free to give their data on voluntary basis, although failure to respond with any further information requested will exclude the concerned candidate automatically from the recruitment procedure. Thus, Candidates give an explicit consent by submitting their candidatures for their processing, which constitutes a complimentary ground for lawfulness of data processing, notably with regard to sensitive data.

Should any Candidate have any query concerning the processing of his/her personal data, he/she shall address it to the following address: hr@ufmsecretariat.org