

PROGRAMME OFFICER MONITORING, EVALUATION ACCOUNTABILITY & LEARNING (MEAL)

| JOB DETAILS | |
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| LOCATION: Kigali, Rwanda, with regular in country travels. | CONTRACT TYPE: Fixed term – 1 year |
| INTERNAL JOB GRADE: D1 | DEPARTMENT and TEAM |
| SALARY: as per Oxfam Rwanda salary scale | HOURS (FTE): 37.5 per week |
| <p>FLEXIBLE WORKING</p> <p>We believe flexible working is key to building the Oxfam GB of the future, so we're open to talking through the type of flexible arrangements which might work for you.</p> | |
| <p>COMMITMENT TO DIVERSITY AND INCLUSION</p> <p>We are committed to ensuring diversity and gender equality within our organization.</p> | |
| <p>OXFAM PURPOSE: To work with others to find lasting solutions to poverty and suffering.</p> <p>TEAM PURPOSE: To act with poor people as a force for change in addressing the causes and effects of poverty, suffering and injustice, utilizing livelihoods initiatives to drive lasting change. To work directly with Oxfam's beneficiaries and partners to advocate and campaign for policy.</p> <p>JOB PURPOSE: The Programme Officer monitoring, evaluation, accountability, and learning (MEAL) will be responsible to establish, support and advice for the implementation of integral monitoring, evaluation, accountability and learning system for the project implemented by Oxfam and partners with the aim to improve the quality, impact and influence of the programme and to ensure appropriate level of accountability. The position holder will also be responsible for contributions in project decision making, accountability, learning, capacity building, research, knowledge generation and development of the project.</p> <p>The Programme MEAL Officer, in close coordination with the country programme team- will catalyse the growth and development of the Project in terms of programme quality and contribute to the implementation of one integrated programme, policy and influencing work. The position also provides thought leadership and effective coordination in line with Oxfam Legacy Programme in Rwanda.</p> | |
| ROLE REPORTS TO | Programme Manager Agriculture Value Chains |
| ROLES REPORTING TO THIS POST | No one |
| BUDGET RESPONSIBILITY | N/A |
| <p>DIMENSIONS OF THE ROLE</p> <p>The following responsibilities aim to provide a clear sense of the nature and scope of job:</p> <ul style="list-style-type: none"> Delegated authority to support Oxfam and partners' work and projects/activities. | |

- Required to make sound judgements regularly within agreed processes using a good understanding of the team and the facilities of the team.
- Communication with internal and staff and some external contacts and target audiences to support operational work.
- Analysis and communication of some complex information at a simple level is required to a wide audience to promote and influence.

KEY RESPONSIBILITIES (Technical, Leadership, People and Resource management)

Technical and Management

Project planning and development

30%

- Support HVC project processes, particularly on logic of intervention (project logical framework and MEAL plans) and contribute to ensuring adherence to Oxfam’s programme quality standards.
- Provide technical input in monitoring framework for the project.
- Contribute to the development and refinement of project theory of change.
- Assist Oxfam and partners’ project teams in ensuring to integrate the feedback of stakeholders into project planning and design especially the feedback from men and women from vulnerable community groups.
- Lead on the development of MEAL plans for the project, in consultation with project team.
- Support in the project review/programme quality reviews as well as monitor the compliance to the improvement plans.
- Ensure technical support and guidance to project managers who are responsible for managing information and programmes for Oxfam Programme Accountability and Learning System.

MEAL System development and implementation, project documentation, accountability and learning

25%

- Develop MEAL framework, information and communication tools / materials for the Project to facilitate effective information sharing.
- Ensure that the project MEAL system incorporate Oxfam MEAL principles, minimum standards including ensuring that all MEAL processes, methodologies and tools are gender sensitive.
- Develop project MEAL plan and devise activities of monitoring accordingly to achieve targets and results.
- Maintain an overview of the project documentation as well as ensuring appropriate information is generated for project management and communication purposes.
- Oversee and support Oxfam and partners project staff in timely implementation of monitoring framework and tools, including supporting field MEAL exercise and undertaking monitoring field visits to ensure quality and consistent information is available on project performance and impact.
- Identify best practices in respective project areas, including those supportive to women’s rights, economic leadership development and private sector engagement and initiate documentation processes.
- Support preparation of high-quality MEAL project reports for donors.
- Lead on the establishment of an improved beneficiary database and on the project’s global output reporting.

Capacity building and MEAL supervision for partner and Oxfam staff **20%**

- Promote understanding and capacities within Oxfam and partners' project teams on MEAL, the use and /or analysis of MEAL systems.
- Provide high-quality technical advice to Oxfam and partners' project teams in monitoring progress of the results/ objectives/outcomes and impact.
- Support the efforts to upgrade and improve partners' assessment system and tools to ensure improved partnership management as well as capacity development plans based on the capacity assessments.
- Facilitate and support the team and provide technical guidance in the quantitative & qualitative data collection, analysis and management and report back in an effective manner.

Evaluation, review, accountability and learning **20%**

- Develop a knowledge management system and organizational learning framework of the project in consultation with project team and partners to facilitate access to project learning.
- Contribute to the design of mechanism for the dissemination and effective utilization of information for improved quality of the project and for influencing as well as to donor reports when required.
- Based on key field findings, draw strategic mechanisms for the MEAL improvement for the project and for the overall country strategy.
- Act as lead and liaison point for internal and external project evaluations and initiatives including design and manage evaluations in compliance with Oxfam's evaluation policy, from development of terms of reference, to advising project management on approval of final report, to dissemination of project evaluation findings and recommendations with intended audiences and ensure that learnings from these processes are disseminated and acted upon.
- Monitor and ensure that a project management response to the findings and recommendations of evaluations is completed, recorded, and followed up for implementation.
- As part of the learning function, take lead in identifying project learning points across the range of work carried out and identify opportunities to share this learning through meetings, workshops, reflection reviews, reports and document best practices and lesson learned etc.
- Lead on establishment of a project feedback and complaint mechanisms in line with Oxfam standards and in coordination with other programmes and demonstrate areas of improvements for future project planning and strategies and of influencing.
- On annual basis, coordinate Oxfam and partners' project staff to collect and collate all the data required for reporting.
- Communicate project achievements to the relevant stakeholders including Line Ministries, targeted Districts and Rwanda Governance Board on a timely and efficient manner.

Coordination, Influencing and Networking **5%**

- Maintain effective coordination with Oxfam project team, programme quality, influencing and communication teams and other programmes in Rwanda as well as partners and regional platform as relevant.
- Ensure that MEAL efforts at project level, partners and target groups are coordinated with other projects to avoid duplication and maximize impact.

- Engage with Oxfam, partners and Government institutions including Joint Action District Development Forums (JADFs) and consolidate annual registration report and submission to Rwanda governance board (RGB) and external professional peers in and outside the country to share knowledge with or to identify best practices from other projects/countries/agencies relevant to Oxfam which can contribute to our own understanding and development of MEAL.

Others

- Eager and required to adhere to Oxfam’s principles and values as well as the promotion of gender justice and women's rights.
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.
- Delivering any other responsibility assigned by the line manager.

PERSON SPECIFICATION

Most importantly, every individual at Oxfam International Secretariat needs to be able to:

- Live our values of **INCLUSION, ACCOUNTABILITY, EMPOWERMENT, COURAGE, SOLIDARITY and EQUALITY** (read more about these [here](#))
- Ensure you commit to our **ORGANIZATIONAL ATTRIBUTES** (including adhering to the Code of Conduct):

1. Be committed to our [feminist principles](#), and to applying them in your day-to-day behaviour and your work. Be ready to keep learning, with accountability to those who experience oppression as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity."

2. Be committed to undertaking Oxfam’s safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.

EXPERIENCE, KNOWLEDGE & COMPETENCIES

ESSENTIAL

- Self-Awareness
- Mutual accountability
- Relationship building

In addition:

- Strong technical competence in research, monitoring, evaluation and accountability methods.
- Understanding of a broad range of programme quality issues and the practical issues faced by programme in demonstrating impact.

- Excellent knowledge of programme development and delivery approaches, tools, methodologies and best practices.
- Experience of working with multi-donor contracts and knowledge/ experience of their programme quality requirements.
- Proven experience of improving effectiveness of development programmes and demonstrating tangible outcomes for poor and vulnerable women and men.
- Strong understanding of all aspects of programme quality and the practical issues faced by project managers.
- Proven experience in supporting partnership management, strategic thinking and quality implementation.
- Understanding of, and commitment to Oxfam’s ‘one programme approach’ (linking resilience, development & influencing work).
- Demonstrable understanding of effective programme cycle management in rights-based long-term development, campaigning/advocacy work, with relevant direct field programme experience.
- Practical experience of mainstreaming gender in programme quality components related to development and influencing work.
- Demonstrable ability to think creatively and practically to improve programme quality.

Desirable

- Strategic thinking and planning skills.
- Ability to evaluate and judge complex issues and identify critical issues to ensure an effective focus.
- Good understanding of, and commitment to, gender equity (particularly around poor women's rights)

SAFER RECRUITMENT: 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 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. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.