



JOB DESCRIPTION

Position title: Monitoring, Evaluation & Learning Officer Haute Terre du Nord (HTN)
Department: RBM
Project:
Reports to: Senior Advisor, RBM
Supervises: -
Grade: A3- 48 IPE
Contract type: open-ended contract
Location: Sambava
Date: Mars 2022

I. Mission of the Department:

A small team of results-based management (RBM) experts is established in the Madagascar Country Office (MDCO) to drive RBM best practices across the conservation programme, specifically the application of the Project and Programme Management Standards, the implementation of the global monitoring system, and the use of Insight to manage project and programme data and other systems required by donors and partners.

II. Major Functions:

The National Monitoring, Evaluation & Learning Officer is responsible for the planning, monitoring, evaluation and learning of the WWF programme's portfolio of interventions at national level and driving of lessons learning and adaptive management, in line with WWF Standards and Donors' requirements.

III. Major Duties and Responsibilities

For the WWF's projects/programmes implemented at national level, to:

- Support programme planning and the planning of contributing projects or components using the Programme Standards to ensure measurable outcomes are put in place with clear project-programme interlinkages that allow the roll up of results from the projects/programmes including the implementing partners projects and into the Madagascar Country Office Monitoring System.
- Develop and implement the monitoring, evaluation and learning process and framework for the projects/programmes, in line with WWF Standards and Donors' requirements and guidelines
- Ensure development and implementation of effective data management protocol, including rules and principles on its collection, storage, analysis, use and publication

WWF MD CO
P.O.Box 738
(101) Antananarivo
Tél: + 261 34 49 888 04
Tél: + 261 34 49 888 05
Tél: + 261 34 49 888 06
Fax: + 261 20 22 348 88
wfwep@moov.mg
www.wwf.mg
www.panda.org

- Ensure accurate, timely, quantitative and qualitative monitoring reporting following official WWF reporting processes, and donors' requirements and guidelines, and promote use of reports as tools for lessons learning and adaptive management
- Conduct routine Data Quality Assessments (DQAs) and follow up on them throughout the year to review the quality of the data collected and reported for the indicators with the relevant partners
- Design and facilitate meetings focused on building KPI and MEL plans to track the progress of the implementation of the project/programme
- Organize the projects/programmes learning agenda, and ensure its implementation with active participation of partners; Document successes, learning sessions and testimonials to support adaptive management and the performance of the projects/programmes
- Ensure regular monitoring of hypothesis and risks as part of learning process of projects/programmes;
- Collaborate and participate actively in any evaluation activities at national level
- Work with all WWF teams and partners to assess and improve their capacity on planning, monitoring, evaluation and learning through staff training, mentoring and leading the documentation of best practices & lessons learned.
- Provide support to the projects/Programme and its various components in the production of mappings and other relevant visual materials to the WWF team and its partners
- Regularly report on Projects/Programmes implementation progress, challenges, risks and lessons to the Managers and Senior Advisor, Results-based Management.
- Propose any ideas for innovation on internal learning meetings, or training, the latest tools, techniques, and trends for MEL, evidence-based assessment, data organization, analysis, and visualization in the social and environmental sciences
- Contribute as necessary to the planning and the development of fundraising proposals.
- Support the implementation of evaluations following the guidelines in the Programme Standards.
- Carry out any other reasonable duties as delegated by the supervisor.

IV. Working Relationships:

Internal: Landscape Leader and Landscape technical and financial teams, Senior Advisor, RBM.

External: Local partners.

V. PROFILE

Required Qualifications and experiences :

- University degree (5 years) in a relevant field ;
- Knowledge in terrestrial / marine / mangroves conservation and PAs & CBNRM monitoring and evaluation
- At least 4 years ‘experience in monitoring and evaluation; or Practical experience in project management and work related to MEL in conservation, NRM, or the environment
- Experience in database management, Geographical Information Systems ;

Required Skills and Competencies:

- Strong computer skills
- Autonomous and able to work with a multi-disciplinary team ;
- Good oral and written communications skills (in French and Malagasy)
- English language desired ;
- Able for frequent field visits ;
- Rigorous – detailed-oriented
- Adheres to WWF values: Courage, Respect, Integrity, Collaboration
- Adheres to WWF global behavioural competencies:
 - Strive for Impact «I am results driven. Everything I do, the way I think, plan and implement is driven by a relentless search for impact. »
 - Listen Deeply «I go beyond my point of view and strive to see the bigger picture from different perspectives. I stay curious and listen deeply to what others have to say. »
 - Collaborate Openly «I’m a global citizen working for a living planet. I am constantly thinking of how with others, together, we can be more impactful. I work across boundaries, openly ask for help and share what I know, both internally and externally. »
 - Innovate Fearlessly «I take risks to find better solutions. I measure progress and learn from mistakes. I share both success & failures. I encourage others to do the same. »

Prepared by Supervisor: _____

Date:

Approved by Departmental Manager: _____

Date:

Approved by P&C Manager: _____

Date:

Accepted by Staff member: _____

Date: