

## JOB DESCRIPTION

<b>Employer:</b>	ADRA Lao PDR
<b>Position:</b>	National Monitoring, Evaluation, Accountability and Learning (MEAL) Officer
<b>Reports to:</b>	Program Lead
<b>Location:</b>	Vientiane, Lao PDR
<b>Remuneration:</b>	Determined based on qualifications & experience
<b>Expected Travel:</b>	Extended travel to the field expected
<b>Work Hours:</b>	Monday–Thursday 8am–5:00pm, Friday 8am to 12:00noon – extended hours required when necessary
<b>Equipment:</b>	Office desk and furniture + laptop computer
<b>Requirements:</b>	Minimum five years’ experience and relevant qualifications

### Position Summary

The Monitoring, Evaluation, Accountability and Learning (MEAL) Officer performs a variety of programmatic and administrative support for the Programs and Project teams including supporting (and at times leading) MEAL activities, government relations, providing design input for new projects, and administrative and translation services.

### Core Competencies

#### WRITING AND REPORTING

Writes convincingly; writes clearly, succinctly, and correctly; avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way; structures information to meet the needs and understanding of the intended audience.

#### LEARNING AND RESEARCHING

Rapidly learns new tasks and commits information to memory quickly; demonstrates an immediate understanding of newly presented information; gathers comprehensive information to support decision making; encourages an organisational learning approach (ie learns from successes and failures and seeks staff and individuals feedback).

#### ANALYSING

Analyzes numerical data and all other sources of information, to break them into component parts, patterns and relationships; probes for further information or greater understanding of a problem; makes rational judgements from the available information and analysis; demonstrates an understanding of how one issue may be a part of a much larger system.

#### PRESENTING AND COMMUNICATING

Presenting and Communicating Speaks fluently; expresses opinions, information and key points of an argument clearly; makes presentations and undertakes public speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility.

### Position Outcomes

1. ADRA Laos has an effective MEAL system that gathers, analyses and reports evidence-based data that clearly articulates impact and learning outcomes.

2. ADRA Lao has an increased number of high-quality projects and programs that are developed collaboratively, and efficiently managed and implemented.
3. The project teams are supported to collectively strengthen their development practice through reflective learning and modifying their approach to generate evidence-based results that makes greater impact.

## **Operational Process Roles**

- Manage and maintain ADRA's database and tools.
- Lead the implementation and annual review of ADRA's MEAL system.
- Provide training and mentoring to staff to ensure the effective implementation of ADRA's MEAL system.
- Conduct quarterly M&E trips to capture and document best practices, case studies, and success stories through focus groups and interviews.
- Lead the development and implementation of project/program baseline, midterm, end of project surveys and assessments, performance management frameworks (PMF) in accordance with donor and government requirements.
- Lead project surveys and assessments in the field, training data collectors and contributing to draft reports that outline a thorough analysis of evaluation findings.
- Support and review progress reports submitted project staff.
- Ensure the effective implementation of ADRA's feedback and complaint mechanism.
- Facilitate communication with communities and stakeholders to ensure transparency and accountability.
- Support project staff to be more reflective in their practice and create a learning environment by researching new development strategies or learning approaches, tools, processes that can value add to project implementation and encourage and train project teams to adopt new approaches/tools.
- Share insights and lessons learned across teams and stakeholders to improve project implementation and future programming.
- Support project staff in writing report and ensure they submit timely and high quality monthly, quarterly, annual reports for donors and government partners and accurately documented and filed.
- Ensure the MEAL framework aligns with donor requirements and standards.
- Regularly assess and improve the quality of data collection, storage, and analysis.
- Contribute to the design of project logical frames, theories of change, and indicators for new proposals.

## **Compliance Expectations**

The employee is expected, as a minimum requirement, to be familiar with:

- ADRA Lao HR Manual
- ADRA Lao Finance Policies and Procedures Manual
- ADRA Lao National Emergency Management Plan and Safety and Security Plan
- ADRA Laos Workplace Health and Safety Policies
- ADRA Laos Safeguarding Policies and Codes of Conduct

## **Key Selection Criteria**

- Bachelor's degree in social work, statistics, project management, rural development, or relevant field of study (master's desirable).
- Demonstrated professional experience of at least 3 years in monitoring, evaluation, accountability, and learning systems, essential.
- Demonstrated experience of 5 years implementing international development programs.

- Demonstrated experience in planning, data collection, analysis, management, and report writing.
- Strong analytical and critical thinking skills.
- Proven technical expertise and skills in sectorial areas such as agriculture, health/nutrition, livelihoods, or emergency management.
- Exceptional interpersonal and communication skills in English and Lao.
- Proficient in MS Office packages and MEAL tools and systems.