

JOB DESCRIPTION

Monitoring, Evaluation, Learning and Gender Officer

Position title	Monitoring, Evaluation, Learning and Gender Officer (MEL Gender Officer)
Location	Atsabe, Ermera municipality
Reports to	Deputy Project Manager (DPMH) – HAFORSA 2
Grade	Grade 4 Step 1
Salary	From US\$595 Plus Benefit
Position type	One year contract
Start date/timeframe	1 March, 2023

1. Background

1.1 About CARE

CARE is an international development and humanitarian organisation that has been working in Timor-Leste since 1994. With programmes that extend across all parts of the country, CARE works with partners to save lives, defeat poverty, and achieve social justice.

CARE works with remote, rural communities and civil society partners to combat gender inequality, as this has been shown to be one of the most effective ways to create sustainable development outcomes.

Ensuring well-being and a voice for women and girls in rural, disadvantaged areas is at the heart of CARE's work. This is achieved in four priority areas of Education, Women's Economic Empowerment, Health, and promoting Women's Voice in society through development and humanitarian programmes.

1.2 About the programme

CARE started to implement the HAFORSA 2 Project from December 2020, funded by the Government of Japan. This three-year project aims to improve agricultural productivity by establishing agricultural water supply facilities and having a sustainable capacity within target communities to maintain the facilities. This project has a strong focus on gender equality, contributing to bringing about equitable workload and decision-making power between female and male farmers. This project targets 12 Aldeias in four Sucos of Atsabe. The MEL Gender officer will work for the last year of the three-year project.

2. The role

PURPOSE OF THE POSITION:

Under the guidance of the HAFORSA 2 of the DPMH, MEL Gender Officer is responsible for monitoring, evaluation and learning and gender related sessions, including the sessions for engaging men and boys and gender-based violence (GBV). Monitoring activity includes the monitoring of farmer groups financial management as well as the progress of their activities such as the maintenance of water supply facilities, farming and others.

MAIN RESPONSIBILITIES:

Monitoring project activities according to the project's MEL plan and the logical framework:

- Responsible for the implementation of the project's MEL plan in the field with guidance and support from the DPMH including Senior Project officer-gender focal (SPO) and Senior technical officer (STO);
- Have a good understanding of CARE's impact and learning strategy and support in facilitating regular project reflection workshops based on data analysis, identifying challenges, best practices and recommendations;
- Have a good understanding of CARE's accountability strategy and ensure that the project has accessible feedback and accountability mechanisms in place;
- Conducting frequent visits to communities to conduct interviews, focus group discussions with relevant groups;
- Conduct observations during project activities;
- Collate timely and accurate project evidence-based information regarding progress and ensure this information is accurately reported and archived;
- Document and report on the success and impact of stories when necessary;
- Responsible to the data entry, data cleaning, data verification and cross-checking process;
- Updating the databases based upon the verification of the field data;
- Provide support to the end line evaluation if necessary;
- Monitor the progress of bookkeeping by Farmer Groups and provide support to them;

M&E Reporting, Filing System and Tools:

- Manage and update monthly the M&E database for monitoring qualitative and quantitative data collected at the field level;
- Produce short insightful reports on project activities to provide greater insight into the progress of the project, highlighting any key recommendations, challenges and best practices.
- Ensure that all key project documents are filed; and
- Contribute to the completion of donor reports, by ensuring accuracy of all project data.

OTHER RESPONSIBILITIES

- Assist the SPO and other field staff members to lead the gender-related activities in the communities;
- Assist the STO and project officer to lead technical activities;
- Assist the SPO to coordinate with the communities and other relevant stakeholders for the delivery of activities;
- Join MEL working group meeting and other related activities;
- Help DPMH to draft PIIRS and other related report;
- To proactively participate the APPA process for all direct reports (annual appraisal, midyear review and regular 1:1 meetings) creating an environment where feedback is valued, acted upon and monitored, and where the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities;
- Engage in emergency preparedness, assist in any emergency response as required;
- Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures and directives;
- Demonstrate understanding of gender equality and women's empowerment and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity;
- Uphold and promote CARE commitment to the prevention of harassment, sexual abuse and sexual exploitation and Child Protection; and
- Other tasks which are assigned by the supervisor.

3. Selection criteria

EXPERIENCE AND QUALIFICATIONS:

- Minimum Bachelor degree related to Monitoring and Evaluation, statistics, accounting, community development, social work, development studies, and/or gender and development studies etc. with a minimum 3 years' relevant design and implementing of M&E experience and/or University Diploma with minimum 4 years' relevant work experience, preferably with an International Non-Government Organisation (INGO);
- Ability to support the M&E function with integrity and implement procedures and processes, with minimal supervision;
- Demonstrated ability in the use of quantitative and qualitative methods including questionnaire design, survey techniques, and participatory approaches;
- Proven strong report writing skills, ability to present monitoring data and survey findings clearly;
- Proven knowledge of Data Management methods and applications;
- Fluent oral and written Tetum and very good written and verbal skills in English, Kemak is an asset.



CARE International in Timor-Leste

- Demonstrated high level time management and organisational skills, including the ability to plan and manage workflows and balance competing priorities to ensure timely processing to meet deadlines in a complex environment;
- Demonstrated strong leadership, decision making, problem solving, planning and attention to detail;
- Demonstrated honesty, reliable and trustworthy.
- Demonstrated ability to take direction and to work as part of a team;
- A willingness to learn about CARE, gender equality and women's empowerment activities; and
- Very good in Microsoft Office with knowledge in Microsoft Word, Excel and excellent numeric skills;
- Knowledge in digital data collection, management and analyses;