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## Monitoring, Evaluation and Learning (MEL) Programme Officer (Madagascar)

### Position Overview

Based in the coastal town of Fort Dauphin in the southeast of Madagascar, this post will focus on the provision of Monitoring, Evaluation and Learning (MEL) support and advice to multiple projects across our rural livelihoods, schools, (WASH), and conservation programmes. The successful candidate will work within a combined National and International staff team to support MEL processes across the organisation. Predominantly office-based in Fort-Dauphin, the MEL Officer will travel occasionally to visit project sites. This exciting post would suit an early-career (1-2 years) professional wanting more experience in MEL work in an International NGO.

*Location:* Fort Dauphin, Anosy Region, Madagascar

*Contract duration:* 12 months, with the possibility of extension

*Probationary period:* 3 months

*Contract:* Voluntary post with stipend of 600,000 Ar; £650 contribution to insurance; unaccompanied post

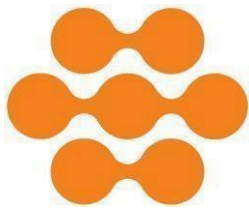
*Reporting to:* Senior MEL Officer

### Primary Responsibilities

Supporting MEL procedures and strategies to ensure progress toward project outcomes on select projects; refinement and development of MEL systems and tools for projects; completion of reports, papers and other documents analysing data and summarising findings and support on project reporting that aligns with international standards and best practice.

### Duties and Responsibilities

1. Support the operationalisation of MEL plans, procedures and strategies for select projects and organisational initiatives that incorporates stakeholder feedback, adapts to local needs, and supports high-quality implementation in line with ongoing and emerging initiatives.
2. Develop, adapt and support the usage of MEL tools, such as knowledge, attitude, and practice surveys and focus group discussion guides, to maximise effective data collection.
3. Support the adaptation of technical information/evidence/MEL findings into audience appropriate formats, for internal and external dissemination which informs future programming and project development.
4. Coordinate data collection, cleansing, management and analysis of data from a range of sources to determine progress towards results for a range of projects, with support from the Senior MEL Officer.
5. Provide tailored advice to the Programmes/Implementation team to support MEL procedures, from the development of MEL tools, to analysis and dissemination of findings to support use.



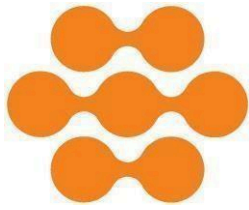
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6. Support the implementation of MEL tools, particularly using the Kobo toolkit.
7. Support the Heads of Programmes to formulate future research strategy, ensuring project MEL captures data adhering to international development indicators.
8. Support capacity-building for SEED staff and local partners in using key tools, ensuring quality of project data while promoting a sustainable MEL approach across the organisation.
9. Support cross-learning between departments, including the collation and quality checking of cross-programmatic MEL data.
10. Ensure all of SEED's policies and procedures are evident throughout the work of the department, including those for safeguarding, whistleblowing and anti-corruption, and undertake continual training to ensure these are promoted at all times.
11. Other tasks within the broad outline of the role to support the development of MEL capacity across SEED, agreed in partnership with the Senior MEL Officer and Heads of Programmes.

## Person specification

- Undergraduate degree in International Development, Research Methods, Statistics, or related field.
- 1 year of professional experience in an MEL, research or other development role.
- Experience in the design, refinement, development and implementation of MEL frameworks for international development and/or community health sectors, with knowledge of logframes.
- Experience in participatory approaches to MEL is desirable.
- Clear, demonstrable understanding of research ethics.
- Demonstrable experience of coordinating and undertaking data collection and analysis, for both qualitative and quantitative data, including proficiency in Excel. Experience using STATA, SPSS or R is desirable.
- Knowledge of data collection platforms, such as Kobo, Open Data Kit, or SurveyCTO.
- Strong ability and desire to work independently and within teams from different economic and cultural backgrounds and across multiple language barriers, and to build capacity across cultures.
- Demonstrate an understanding of and commitment to SEED's ethos and approach and be a good ambassador for SEED at all times.
- Demonstrate the ability, social skills and confidence to give clear guidance and support to other members of the team in respect of the philosophy and procedures of SEED in order to protect both their safety and the reputation of the NGO.
- Be able to work to and advocate for all of SEED's policies and procedures, safeguarding those that SEED works with and reporting any concerns appropriately.
- Be punctual and be able to work to tight deadlines in an organised manner and to a high standard.
- A flexible and patient attitude, with excellent problem-solving skills.
- Excellent communication skills, including a sound ability to adapt material for different audiences.
- Fluency in English required, knowledge of French and or Malagasy is desirable.



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## Application procedure

Interested applicants should send a CV and covering letter in English outlining how their skills and experience match the requirements in the job description and why they want this job with us to SEED Madagascar Director of Programmes and Operations, Lisa Bass by email on [lisa@seedmadagascar.org](mailto:lisa@seedmadagascar.org)

**Applications deadline:** Applications will be reviewed on an ongoing basis until a suitable applicant is found. There will be an initial exercise after which long-listed applicants will have an informal interview with Madagascar-based staff. Short-listed applicants will then be offered an interview with the UK team.

SEED Madagascar is a British Charity working in partnership with communities in southeast Madagascar. We integrate high quality community health, sustainable livelihoods, education infrastructure, water, sanitation, and hygiene (WASH), and conservation programmes to support long term, sustainable change and add to international best practice through research and publication across all our programmatic areas.