PLANNING, MONITORING, EVALUATION AND LEARNING (PMEL) SPECIALIST¹

GENDER TRANSFORMATIVE AND RESPONSIBLE AGRIBUSINESS IN SOUTH EAST ASIA (GRAISEA)

Annual Salary and Benefits - Competitive
Internal Job Grade - National C2
Contract type - Fixed term contract until 30 September 2018 (with the possibility of extension)
Reporting to - Programme Manager: GRAISEA with matrix reporting to Global Gender and MEL Advisor and to the Regional OI Programme Quality Coordinator
Staff reporting to this post - Communication and Learning Officer
Locations - Bangkok, Thailand (or based in home country Oxfam Office)
Annual Budget - No budget responsibility

Shaping a stronger Oxfam for people living in poverty

Team Purpose
To be a high quality knowledge group leading internally and externally on Oxfam’s leadership on rights to sustainable livelihoods, women economic empowerment and engaging with a more responsible and inclusive private sector.

Job Purpose
GRAISEA is a programme that intends to achieve improved livelihoods for women and men small-scale producers in the Asia region through more responsible and inclusive value chains and private sector investments where women demonstrate economic leadership. It is funded by the Swedish International Development Agency and jointly implemented with Oxfam Novib. The programme works in ASEAN and its member countries: specifically Thailand, Philippines, Indonesia, Cambodia, Vietnam and Myanmar. It also started to work in Pakistan in 2017 on the rice value chain.

The purpose of this post is to coordinate for the design, implementation and management of the planning, monitoring, evaluation and learning (PMEL) of the Gender Transformative and

¹ The JD was revised on Oct 18th 2017
Responsible Agribusiness in South East Asia (GRAISEA) project – a large three-year project with activities in 7 countries and in the Asia region, and ensure programme quality. The team is currently reviewing and planning for a second phase to approach donors for funding, with a estimated start date of July 1 2018 for a 5 year period.

Dimensions:

- Contributes to tracking the wider strategic development and implementation of the GRAISEA project, and Oxfam’s approach in sustainable livelihoods, women’s economic leadership and engagement with the private sector more generally.
- Works with Programme staff and partners to generate and use evidence and knowledge, including evidence of programme impact.
- Works with others to strengthen knowledge management
- Support innovation and learning for programme impact and to establish Oxfam and partners as a thought leader in the outcomes areas of GRAISEA
- Where required, contributes to country and regional level capacity-building initiatives on MEL so that country teams and partners are able to meet programme and project MEL requirements.
- Analyses, synthesises and communicates complex information in an accessible manner to a diverse range of technical and non-technical audiences, including programme staff, donors, partners and practitioners.
- Draws on a variety of information sources to inform individual and group decisions.
- Provides MEL specialist advice or teaches specific skills to programme staff and manages expectations of advisory and programme staff
- Decision-making and problem-solving requires significant level of judgement based on technical experience, involving a range of external and internal factors.
- Coordinates the MEL systems at national and regional level with multiple learning activities and project, or aspects thereof, simultaneously

Key Responsibilities and Accountabilities

- Working with key stakeholders, re-design, manage and ensure the effective implementation of the Monitoring Evaluation and Learning Framework of GRAISEA programme which encompasses its regional and national dimensions – and to work collaboratively with partners and Oxfam staff to plan MEL activities,
- Responsibility, with the Programme Manager, for maintaining MEL systems to meet project and organizational accountability and learning needs. This includes, among other things:
  - Identifying learning and knowledge needs of key stakeholders for the strategic planning, effective management and ultimately, programme’s impact
  - Ensures quality of application of the instruments and ensures coherence between instruments, procedures and guidelines in the field of planning, monitoring and evaluation for this project.
  - Provides training and coaching in the application and the use of these instruments and procedures.
  - Provides technical assistance and advise on request and on own initiative to the line management and to country offices.

Innovation in MEL

- Use MEL approaches to develop metrics on important areas as Private sector development, Gender Leadership and economic, social and environmental Impact of GRAISEA

Compliance and reporting
- Ensure grant compliance with Oxfam’s management information systems; monitoring and learning practices at country level; and evaluation policy. Ensure that project stakeholders are aware of their own responsibilities in this regard.
- Ensure tracking and meeting deadlines for donor reporting

Generating evidence for learning

- Develop the indicator setting for GRAISEA and its monitoring
- Ensure that systems for collecting evidence on impact on target populations are available and operationalised (both quantitative and qualitative)
- Develop clear mechanisms through which information collected is disseminated as knowledge.

Knowledge management

- Contribute to the articulation and execution Knowledge dissemination strategy
- Promote knowledge generation and sharing among GRAISEA stakeholders as well as across Oxfam programmes, including with partners.

**Technical Skills, Experience & Knowledge**

**MEAL**

- Well-developed analytical and planning skills and an ability to analyse and synthesise information from different sources.
- Experience of leading the setting up and supporting MEAL systems for complex development programming, ideally across multiple contexts and sites. This may be at a regional or country level.
- Experience in developing capacities of staff and partners to undertake monitoring, evaluation and learning activities – including meet both reporting and learning needs.
- Knowledge of innovative tools and practices in development programme planning and design, monitoring, evaluation and learning. An understanding of humanitarian or advocacy/influencing MEL an asset.
- Experience providing leadership in evidence, learning or evaluation functions in earlier organisations
- Strong understanding of MEAL practices with institutional donors. This includes knowledge of the challenges in managing innovative or adaptive work, while remaining accountable to a grant reporting framework.

Knowledge management

- A mature understanding of the links between knowledge management, MEAL and design and strategic planning.
- Relevant experience with knowledge management in similar organizations.

**External**

- An aptitude for external linking, learning and representation with a clear ability to make connections and draw knowledge and ideas from across the sector into the organisation.
- Good understanding of the external environment in international development, ‘MEL’ and research in the Asia context.
Personal:

- Ability to work effectively with others to achieve results, with strong advisory / facilitation skills and experience in training and coaching teams and individuals – especially in MEAL.
- Results-focussed with ability to manage own workload proactively, with own initiative.
- An excellent understanding of and commitment to putting gender equality at the heart of development and humanitarian work

Other:

- Full written and spoken fluency in English essential, with knowledge of an additional Asian language an advantage.
- Good working knowledge of standard software, notably Microsoft applications. Familiarity with popular data analysis software (NVivo/Atlas.ti, SPSS or Stata) or with the use of ICTs in monitoring and evaluation an asset.
- Ability to travel around the region and occasionally outside the region.

This job description is not incorporated in the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments and following discussion with the post holder. The post holder will be expected to work to agreed objectives which should facilitate achievement of the responsibilities in accordance with the performance review process.

### Key Behavioural Competencies

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<tr>
<th>Competencies</th>
<th>Description</th>
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<tr>
<td>Decisiveness</td>
<td>We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.</td>
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<td>Influencing</td>
<td>We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organisation. We spot opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner.</td>
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<tr>
<td>Humility</td>
<td>We put ‘we’ before ‘me’ and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization.</td>
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<tr>
<td>Relationship Building</td>
<td>We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organisation.</td>
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<td>Listening</td>
<td>We are good listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear, and consider different preferences.</td>
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<td>Mutual Accountability</td>
<td>We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.</td>
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<td>Agility, Complexity, and Ambiguity</td>
<td>We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways.</td>
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<td>Systems Thinking</td>
<td>We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organisational decisions and actions.</td>
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<td>Strategic Thinking and Judgment</td>
<td>We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.</td>
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<td>Vision Setting</td>
<td>We have the ability to identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders.</td>
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<td>Self-Awareness</td>
<td>We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes.</td>
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<td>Enabling</td>
<td>We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.</td>
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