



Job description

Regional Monitoring, Evaluation and Learning Specialist

The joint initiative Regional Development and Protection Program (RDPP) is focused on supporting livelihoods and protection for Syrian refugees and their host communities in Jordan and Lebanon. The donors behind the initiative is Austria, Czech Republic, Denmark, EU, Ireland, The Netherlands and Switzerland. RDPP has a total budget of EUR 50 million for 2023-2026. The RDPP is a delegated partnership managed by the Embassy of Denmark with RDPP team members based in Amman and Beirut.

The Regional Monitoring, Evaluation and Learning (MEL) Specialist will lead the development and implementation of the monitoring, evaluation and learning processes for the overall program. Further, the Regional MEL Specialist will support the RDPP partner focal points in their development of their results framework, indicator definitions, and monitoring plans and tools.

The position is regional and will be supporting partnerships in Jordan and Lebanon while based in the RDPP office in Amman, Jordan. Regular monthly travels to Lebanon is expected. The contract is with the Embassy of Denmark to Jordan, which is based in Beirut.

Management line: Reports to Program Manager

Place of service: Amman

The main duties of the position include:

For the overall RDPP results framework:

- Develop, operationalise and, if relevant, revise RDPP overall results framework and related tools to support the monitoring process
- Lead the process of reviewing and revising the results framework for RDPP program, when relevant
- Develop indicators and definition of indicators based on the context in Jordan and Lebanon respectively
- Support the Program Manager in responding to any requests for information or input on the results framework received from the RDPP Steering Committee or other relevant stakeholders

For the partners' results framework:

- Support the RDPP partnership focal points in reviewing and revising the results framework of the partners
- Contribute to the development of the results framework during co-creation processes or similar project development processes with partners



Monitoring:

- Monitoring of the overall RDPP program progress towards agreed results and outcomes
- Support the RDPP partner focal points in their monitoring of partnerships to review progress towards outcomes and results framework, including monitoring of sustainability, value-for-money and quality of the achieved results towards agreed benchmarks
- In coordination with the RDPP partner focal point, conduct regular field monitoring visits to the partners, including to end-beneficiaries and review M&E verification methods

Reviews and evaluations

- Lead review and evaluation processes for the RDPP program, including leading external consultancy support
- Support the partners in their reviews and evaluation processes of their engagement, including advising on the terms of reference
- Support the partners to develop a plan for integration of findings and/or corrective measures impacting the outcomes and objectives of the partnerships

Reporting:

- Contribute to the results reporting to the RDPP donors
- Review and quality assure the results reporting by the partners
- Compile partners' results reporting for the RDPP progress report
- Together with the partnership focal points, review reporting from the partners and support in compiling the RDPP progress reports

Learning:

- Lead on and support the internal learning processes for the RDPP program and support the RDPP team in course correction, when relevant
- Lead on learning studies with external consultancy support, when relevant to the field of the position
- Support the capacity development activities of partners when focused on MEL related areas

Coordination:

- Contribute to the internal coordination with the RDPP team and potential external coordination, where relevant
- Ensure regular bilateral coordination with the partnership focal points and other RDPP team members

General:

- Immediately alert the Program Manager in case of suspicion of irregularities at any level of program implementation
- Any other required duties as assigned by the Program Manager to assure quality program implementation, including attending meetings on behalf of RDPP



Qualifications

- University degree in Development Studies, International Affairs, Humanitarian Action, Political Science, or other relevant area of study.
- Minimum seven years of professional experience working with humanitarian and development cooperation focusing on monitoring and evaluation roles.(i.e. for an embassy, international or multilateral organization, international or national non-governmental organizations).
- Experience in leading results based project design, outcome and impact monitoring, as well as developing base- and end- line monitoring tools
- Extensive experience with supporting partner organisations (humanitarian or development actors) in developing and amending results frameworks and MEAL plans in an advisory capacity
- Proven experience in leading reviews, learning studies and evaluation processes with external consultancy support
- Ability to lead capacity strengthen trainings or workshops within the field of results based programming
- Proven ability to analyse large data sets and summarise achievements and results, experience in design quantitative and qualitative research developing methodologies needed to gather comprehensive data for monitoring and evaluation purposes.
- Knowledge of the Syria crisis and forced displacement. Knowledge of international standards and best practices in monitoring and evaluation, such as the OECD/DAC criteria or the Sphere Standards,
- Strong written and verbal communication skills.
- Ability to work independently and in a team.
- A structured mind-set and excellent planning and coordination skills.
- Strong interpersonal skills and team player abilities as well as interest in and willingness to share knowledge with – and learn from – colleagues.
- Excellent knowledge of spoken and written English and Arabic.
- Willingness to frequently travel.

We offer

- An exciting, inter-cultural and dynamic work environment with a wide range of tasks.
- Complex and meaningful tasks.
- Opportunities for further development of your professional and personal competences.
- A large degree of ownership and independence in your daily work.

Employment conditions

- You will be offered full time employment until June 2027 based on a local contract based on the Embassy of Denmark's staff rules.
- Your standard working hours will be 37 hours per week, while the position is without upper working hours limits due to the regional travel.
- Employment will start as soon as possible, starting with a probationary period of three months.
- You will be entitled to five weeks of paid holiday per year.



- Your salary will reflect your qualifications, relevant experience and proven work-related results. You and your dependent family members will be offered reasonable coverage of medical expenses.
- The position is subject to the Embassy of Denmark's terms and conditions for local staff.

Application and recruitment process

To apply for the position, please send your application (motivation letter, CV, proof of relevant education, recommendations and 2-3 references) in English to rdppme@um.dk marked title of the position applied for in the subject line no later than 31st of March 2024.

The Embassy is an equal opportunities employer and welcomes applications from all qualified persons regardless of race, sex, religion, age or disability. Only shortlisted candidates will be contacted. Selected candidates will be invited for interviews – expected to take place during the week starting the 8th of April 2024. Selected candidates might be requested to take a test during the week starting the 1st of April 2024. Language proficiency and other written and/or oral tests may be performed as part of the interview process. Any employment is contingent on the presentation of a "No Criminal Record" and a successful security clearance by the Danish authorities.

By sending your application, you actively consent to the Embassy of Denmark processing of your personal information. You can find more information in the [Privacy Notice on the Ministry of Foreign Affairs of Denmark's webpage](#).

Questions

If you have questions regarding the position, please write to rdppme@um.dk.

About us

The Embassy of Denmark is part of the Danish Foreign Service and covers Lebanon, Jordan and Syria. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 30 employees, 12 of whom are diplomats.