

Monitoring, Evaluation and Learning (MEL) Officer

Terms of Reference

About EPD

The European Partnership for Democracy (EPD) is a non-profit organisation supporting democracy worldwide. It is a unique partnership comprising European democracy support organisations present in Africa, Asia, Europe, the Middle East and Latin America. EPD works inside and outside Europe as democracy is a universal aspiration and the contemporary challenges and opportunities for democracy are global in scope. More information about EPD is available at www.epd.eu.

Background

We are looking for a Monitoring, Evaluation and Learning (MEL) Officer to join our team in Brussels. The MEL Officer will assume responsibility for MEL processes in various EPD projects and across the organisation's three core pillars: research, policy and programmes.

Accountabilities and key relationships

The MEL Officer will be based in Brussels and report to the EPD Head of Programmes (based in Germany). The MEL Officer will work in close coordination with EPD staff managing projects and initiatives. The MEL Officer will also be in frequent contact with EPD's project partners as well as with EPD member organisations.

Duties and responsibilities

Monitoring and evaluation

- Design monitoring frameworks for EPD projects, such as theories of change, logical frameworks, indicators, and related data collection tools (including for project proposals), under the guidance of the Head of Programmes;
- Oversee and support the processing and analysis of data collected from EPD projects;
- Promote Outcome Harvesting among EPD staff and contribute to the identification of outcomes (behavioural changes of target groups) in various EPD projects;

- Support project managers in the finalisation of narrative reports, particularly related to reporting on results;
- Carry out internal evaluations of EPD projects;
- Oversee the commissioning and management of external evaluations of EPD projects.

Learning

- Develop and implement a new learning approach focused on identifying and summarising 'insights' across EPD projects;
- Organise learning sessions and workshops to foster a culture of continuous learning within EPD;
- Develop and maintain a repository of insights, i.e. best practices, lessons learned, and success stories from EPD projects, in cooperation with the Head of Programmes;
- Generate recommendations for project improvements and funding strategies;
- Write learning briefs and support other EPD staff in formulating broader lessons learned, in cooperation with the Head of Programmes.

Crosscutting

- Contribute to the documentation of best practices and guidelines to EPD staff on MEL, including on the use of specific tools and/or methods;
- Coordinate the use of (digital) MEL tools, including databases, and assist EPD colleagues with their implementation;
- Coordinate the organisation and follow-up of the EPD MEL Working Group, consisting of MEL professionals from EPD member organisations;
- Support the organisation of MEL-related events, including (online) workshops;
- Attend relevant events and meetings in Brussels (or elsewhere) and represent EPD on matters relevant to MEL.

Requirements

- Bachelor's degree in political science, international development, social sciences, or a relevant field is required;
- Minimum of 2 years of experience in MEL roles, preferably within international development or democracy support contexts;
- Demonstrated experience with Outcome Harvesting and/or related MEL methods (such as Outcome Mapping or Contribution Analysis) is an asset;
- Proficiency in using specific MEL software is an asset;

- Proficiency in developing and maintaining online databases is an asset;
- Excellent written and spoken English and French is required.

Conditions and benefits

- A starting salary between EUR 2.000,00 and EUR 3.500,00 gross (Grade 4 of the EPD Salary Scale) with the precise figure dependant on experience;
- An initial two-year contract (a part-time contract is negotiable);
- Lunch vouchers of a unit value of EUR 8,00 (personal contribution by the employee of EUR 1,09) will be granted for each day actually worked;
- A monthly public transportation card in Brussels will be reimbursed (EUR 49,00);
- In compliance with EPD's teleworking policy, staff will be granted a monthly teleworking allowance of EUR 129,48 and an additional monthly contribution of EUR 20,00 for the professional use of their private internet connection;
- A hospitalisation group insurance;
- Enrollment in the EPD group pension scheme; in which the employer and the employee contribute 2% each;
- All staff are fully involved in all aspects of our work and given considerable responsibility and independence; they are part of an international team that supports them in acquiring skills to work in an international organisation and hands-on knowledge of how major international actors inter-relate, at EU and global levels;
- Candidates **must have permission to work in the EU**. They should be based in Brussels or move to Brussels for the expected start date.

Application procedure

Interested applicants should send a CV and the completed [application form](#), together in one document to jobs2@epd.eu by **Monday, 5 August 2024 (23:59 CET)**.

Please submit your application with the following email title: "LAST NAME - FIRST NAME - MEL Officer Application".

Interviews will take place in August 2024. Candidates selected for an interview will be asked to complete an exercise of approximately 45 minutes (online or in presence).

The expected start date is in August/September 2024.