

## JOB DESCRIPTION

# MEL Coordinator

### Summary

The Monitoring, Evaluation, and Learning (MEL) Coordinator for SLV/USAID is tasked with the responsibility of devising, implementing, and managing monitoring, evaluation, and learning activities that capture valid, reliable, and timely data on project outputs and outcomes in accordance with USAID requirements and project-level monitoring and evaluation plans. The MEL Coordinator will be accountable for establishing performance metrics, gathering and analyzing performance information, and overseeing evaluations to ensure that valid, reliable, and timely data is obtained in compliance with USAID regulations. Additionally, the MEL Coordinator will be responsible for producing appropriate monitoring reports on project indicators and supporting project management and stakeholders in utilizing MEL data to learn from and make informed decisions.

The MEL Coordinator will be responsible for guiding and assisting the project team and partners on MEL-related issues, as well as providing training and technical assistance to stakeholders on the best practices for MEL. The MEL Coordinator will ensure that program implementation integrates lessons learned to continuously enhance the quality of interventions and outcomes and will ensure that project results are achieved in a timely and sustainable manner, with clear documentation and communication to relevant stakeholders.

The MEL Coordinator will assume responsibility for establishing performance metrics, gathering, and analyzing performance information (including reports and deliverables from the implementation partners and productive organization/enterprises), planning, and conducting evaluations, and supporting SLV Activity management in making decisions and allocating resources based on performance data. The MEL Coordinator will collaborate with other projects or USAID activities to coordinate MEL-related matters to ensure that they align with project objectives and donor requirements and are implemented effectively and efficiently.

The MEL Coordinator will review counterparts' contracts, activities, reports, and deliverables to align with the project's indicators and objectives and ensure adequate performance. Is responsible for the management of the project, including grant implementation, planning, and reporting as assigned by the Chief of Party (COP).

Also, she/he will develop and deliver training to the SLV team and partners so that they are aware of M&E plans, upcoming activities, reporting guidelines as well as links and relevance to SLV objectives.

The MEL Coordinator has responsibility for overall project operations. S/he should be familiar with the technical components of SLV and the required support services. The SLV Deputy Project

Lead ensures that grant operations and sub-grantee management activities are in full compliance with USAID regulations.

### **Responsibilities**

- Responsible for establishing performance metrics and targets for project outputs and outcomes and designing data collection instruments and methodologies to capture valid, reliable, and timely data.
- Collecting, analyzing, and interpreting performance information to monitor project progress and identify areas for improvement and analyzing performance information, planning, and managing evaluations and assisting the SLV Activity management in using the performance information for decision-making and resource allocation.
- Managing project evaluations, including designing evaluation methodologies, coordinating data collection, ensuring quality control of evaluation data, and coordinate the implementation and follow-up of the evaluation.
- Maintaining up-to-date knowledge of emerging trends and best practices in MEL and applying this knowledge to continuously improve project MEL systems and processes.
- Lead the Quarterly Reporting process, including the narrative report, Performance Management Plan (PMP), and annexes. This includes very close accounting of project results, backed up by evidence organized in a database. Lead the Annual Reporting process, including the narrative report, Performance Management Plan (PMP), and annexes and in coordination with the Administration and Finance Officer will maintain an organized archive of all final products produced by the SLV Program.
- Lead with the Activity COP the learning activities including *the Annual collaborating, learning, and adapting (CLA) management meetings and partners meetings (USAID and SLV) & pause-and-reflect sessions*.
- Coordinate the creation, management and performance of the knowledge societies and social business networks
- Coordinate and manage the geographical information system. Assist the Activity's staff to select data collection methods for adequate monitoring and evaluation of implementing partners' performance and of the program (these methods may include field visits, quarterly reports, specialized surveys, and other sources of information). Assist the Activity's staff in reviewing these methods and making improvements to their monitoring and evaluation.
- Coordinate the process for updating policy and procedure documents in the areas of evaluation, monitoring, and learning to align with the most current USAID and CI requirements. Seek ways to increase transparency of SLV Activity's system of reviewing results and use of performance information.
- Being as a Point of Contact for Evaluation for the USAID and provide guidance to technical teams on issues related to monitoring, evaluation, and learning.

- Collaborate with civil society organizations working in the same landscapes to align objectives, share information, and engage in joint activities to achieve results.
- Support the Activity COP with monitoring and evaluation of implementation partners and productive organizations/enterprises (including reports, activities, deliverables, etc.)
- Contribute with the Update Environmental Management Plan forms for each of the field projects for submission and approval by USAID.
- Other duties as assigned, which may include temporary assignments or tasks that arise based on program needs.
- Identify issues and risks related to program implementation on time and suggest appropriate program adjustments to the SLV COP. Ideally, develop and maintain a risk register.
- Evaluate project delivery effectiveness and together with the COP determine corrective actions needed to improve achievement against the project goals and objectives
- Maintains regular contact with staff & consultants.

### **Minimum qualifications**

**Required** (critical to successful job performance. Applicants not meeting required skills may not be hired)

- Bachelor's degree field in social science, economics, engineering, or relevant discipline.
- At least 3 years of relevant professional experience in monitoring and evaluation, preferably in the environmental or development sector.
- Basic knowledge of geographical information systems.
- Intermediate knowledge of Access and Microsoft Office software.
- Demonstrated ability in data analysis, project design, monitoring, generating reports, and evaluation of development activities. Experience developing results frameworks, logical frameworks, or similar tools for project design is required. Experience developing and/or using performance management plans or similar tools is required. Demonstrated knowledge of and experience in monitoring and evaluating programs—including indicator development, study design, and data analysis.
- Use of specialized programs for database management and georeferencing
- Experience using knowledge management software or database is highly desired.
- Experience coordinating Annual Work Plans is also highly desired.
- Level IV English.
- Excellent analytical skills and the ability to summarize disparate information in a clear and concise manner.
- Excellent research and data collection methodology skills.
- Ability to create organizational work plans.

- Skills in supporting staff with a variety of levels of knowledge and capabilities.
- Strong organizational skills to balance competing priorities.
- Ability to maintain confidentiality and handle sensitive information.
- Ability to adapt to changing circumstances and requirements.
- Ability to work independently with minimal supervision and as part of a team.
- Ability to prioritize and meet deadlines in a fast-paced environment.
- Strong interpersonal skills.
- Oral and written communication skills to deal effectively with mid and high-level partner contacts, the host government, and the local communities.
- Ability to apply Agency regulations and procedures to daily work requirements.
- Excellent computer skills, including word processing, spreadsheet programs and data base management.
- Ability to travel as needed.
  
- Experience working with NGOs in Mexico
  
- Experience in working with GEF, GCF, USAID, and any other major bilateral or multilateral donor.

### **Working conditions**

This position is based in Mexico City office.

- Regular office environment.
- Readiness to travel throughout Mexico.

### **Applications process**

Candidates who meet the requirements, please send your CV with relevant experience to:

**Email:** [talentohumanocimx@conservation.org](mailto:talentohumanocimx@conservation.org)

**Subject:** "MEL Coordinator"

**Deadline:** November 26, 2023