

**Call
Monitoring, Evaluation, Learning and Project Evaluation Analyst
Practical Action Latin America Regional Office, Peru**

Practical Action

Practical Action helps people find solutions to some of the world's toughest problems. Challenges made worse by climate change and gender inequality. It works with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And it shares what works with others, so answers that start small can grow big.

Practical Action is a global change-making group. It consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent publishing company and a technical consulting service. It combines these specialisms to multiply its impact and help shape a world that works better for everyone.

Practical Action believes in the power of small to change the big picture. And that together we can take practical action to build futures free from poverty.

Our Vision

A world that works better for everyone.

Our Work

We put ingenious ideas to work so people in poverty can change their world.

We combine three approaches to help people solve some of the world's toughest problems. We work as:

- Problem-solvers, working hand in hand with individuals, communities and local organisations to tackle the causes of poverty
- Knowledge sharers, getting fresh answers and practical resources into the hands of the people who need them most
- Expert advisers, providing professionals and policy makers with development advice

This combination of different ways of working enables us to turn small solutions into big change for millions of people.

Our Change Ambitions

- Making agriculture work better for struggling smallholder farmers, so they can adapt to climate change and achieve a good standard of living.
- Harnessing the transformational power of clean, affordable energy and reducing avoidable deaths caused by smoke from indoor stoves and fires.
- For vulnerable people whose lives and livelihoods are threatened by climate related and natural hazards

About the role

The **Monitoring, Evaluation and Learning (MEL) Analyst** plays a key role within the Impact & Projects area and is accountable for implementing the MEL framework in projects.

In Latin America, Practical Action works directly in Peru and Bolivia and extends consultancy work to other neighbouring countries. This is a role that covers our work in Peru, as well as other countries where relevant.

In our current strategic business plan, we expect to focus on Energy, Agriculture and Disaster Risk Reduction in both Peru and Bolivia. Across all our work, we aim to achieve impact at scale using our Framework for Change. This involves an in-depth analysis of the nature, scale and source of the challenge, defining the change we want to bring about in the system and in people's lives and using our three pathways to demonstrate what works, learn and use knowledge and evidence to inspire others to adopt similar approaches. Technology is at the core of what we do with a focus on climate change and digital technology. We pay special attention to gender across all our work.

The **MEL Analyst** will support MEL throughout the implementation process and coordinating reporting. As a member of the Global M&E group, she will collaborate closely with colleagues to ensure integration of approaches across the Change Ambitions within Latin American Region and as required globally.

Accountabilities are indicated below with approximate level of effort against each.

Accountabilities

Achieving Change Ambitions – 10%

- Contribute to the development of annual Strategic Business Plans (SBP)
- Work with Thematic Leads and UK colleagues to develop and apply a clear MEL framework, against change ambitions and integrate into the annual SBP

Delivering Performance - 90%

- Ensure a feasible MEL framework, processes and tools are in place for projects
- Provide technical support to projects in the implementation of their MEL plans and support reporting
- Participate and organize the Monthly Monitoring meetings with Project Managers, Thematic Lead, Impact and Projects Head, Finance Head and Award Manager
- Promote the integration of MEL across multiple projects to enable us to track and capture learning across our portfolio
- Project knowledge management. keep in order the reports, learning, knowledge, means of verification and audiovisual record of the projects
- Keep global and local indicators up to date
- Organize and systematize learning meetings, discussions, among others.
- participate in MEL hub meetings
- Maintain the project database. Updating the registry of projects and consultancies based on the information found in sharepoint
- Technical and economical evaluation of key projects activities.
- Evaluation of qualitative or quantitative measurements of key project parameters

Experience, knowledge & skills

Overall

- BSc degree in economy, engineer or in related discipline

- A minimum of 2 years' work experience in Monitoring & Evaluation
- Knowledge of development and gender issues affecting Peru, Bolivia and/or Latin America
- Commitment to development principles and Practical Action's vision, mission and ambition
- Intermediate spoken and written English.

Technical

- Knowledge of MEL principles and approaches
- Ability and experience to planning and monitoring projects, using different tools
- Knowledge of technical and economic evaluations
- Ability to monitoring, evaluation and constructions of indicators with gender approach (desirable).

Working with others

- Ability to coordinate and collaborate with colleagues of different areas and experiences of work.

Core Competencies

Self-motivation:

Displays timeliness and accuracy in carrying out their role, by their personal energy and enthusiasm and willingness to learn to exceed expectations in their role.

Drive for results:

Demonstrate level of responsibility and accountability in meeting commitments and objectives. Illustrate by evidence of seeking better ways of doing things, looking to improve on status quo and willingness to deal with difficult situations that effect output of their role.

Planning and organising:

Ability to process requirements of role effectively. Is able to gather and use resources effectively. Is able to prioritise their, and/or their teams' workload appropriately and review and amend priorities and actions as and when required.

Influencing:

Competence evidenced by the ability to use a range of approaches and select the appropriate style for a situation. Is able to demonstrate good listening skills, presents own view in a convincing manner, whilst acknowledging different perspectives, feelings and concerns. Works for a win-win outcome in resolving differences, and is usually able to win others over to own way of thinking. Is well networked with excellent external focus.

Decision-making:

Competence is demonstrated by the timeliness and sound reasoning of decisions. There is a balance of consultation with action. Will communicate, will follow through and will be accountable for outcome. Will have the interests of Practical Action at the core of the decision. Will support decisions once argued through and made.

Initiative:

Ability to work independently, within a set context; to act on current or future problems or opportunities; to respond creatively and effectively to the unexpected. Displays a curious and questioning approach in their role and environment.

Teamwork:

Ability and inclination to work co-operatively with others. Will recognize the value of sharing ideas, knowledge and information with others and takes personal responsibility for doing so.

Managing relationships:

Ability to understand and react appropriately to motivations that drive colleagues' behaviour. Is sensitive to cultural differences. Behaves appropriately within them. Understands how to develop productive working relationships.

Sensitivity on Gender Equality and Social Inclusion:

Should have respectful beliefs regardless of their gender, age, sex, race, ethnic background, culture, different ability, nationality, religion and marital status. Is sensitive and adaptable to gender and social inclusion. Responds and behaves appropriately in different situations.

Practical Action values

- Restless ingenuity
- Alternative thinking
- Bold collaboration
- Maximum impact
- Lasting outcomes

The **MEL Analyst** in the organisation is expected to demonstrate or work towards demonstrating excellent standards of behaviours under these values.

Candidates interested in applying must send their CV and cover letter with salary expectations to postulantes@practicalaction.org, the subject must be «MEL Analyst». Please name your files with your first and last name followed by CV for your curriculum and first and last name followed by CL for cover letter. Applications will be received until 15 September 2021.