

# Practical ACTION

## **Call for MEL Manager Practical Action, Ecuador**

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

## Upcoming binational biodiversity programme

Practical Action has partnered with highly recognised local and international organisations<sup>1</sup> to develop an award-winning proposal aiming to reduce poverty, protect and restore biodiversity and lessen the impact of climate change in the Condor-Kutuku territory, a critical Andes-Amazon landscape.

The Condor-Kutuku spans across south-eastern Ecuador and north-eastern Peru is extraordinarily complex, both ecologically and demographically encompassing 6 climatic zones and 5 ethnic groups of indigenous peoples. This landscape has unsustainable levels of environmental degradation and poverty is highly prevalent.

The programme is expected to last 6 years and it will address the drivers of environmental degradation and support national governments, local and park authorities and communities to deliver long-term sustainable management and use of natural resources. The Consortium approach puts people at the centre of landscape management. The programme will directly benefit more than 300k people and has 6 components that operate together in three distinctive zones across 6 components.

## About the role

The **MEL Manager** of the programme plays an executive role and is accountable for ensuring programme information and knowledge management, and high-quality delivery in Ecuador and Peru.

The MEL Manager will be responsible for:

- Lead the design and implementation of the Monitoring, Planning and Learning Plan (MEL Plan) for the whole programme.
- Ensuring that the data generated by activities are gathered in a trustful, precise and timely way, with an approach on good adaptive management practices and continuous improvement.
- Ensuring a robust monitoring and learning system is developed and implemented across the consortium that is responsive to the needs of the programme and donor.
- Overseeing partners' MEL systems for the different programme components.
- Supporting the Chief of Party and Deputy Chief of Party to prepare donor reports and systematisation of programme information for provide to communications and outreach program strategy.
- Drawing together learning from programme implementation, developing learning materials and facilitating learning across the consortium and beyond.
- Facilitating mid-term and final evaluation.
- Advising and overseeing the data collection service provider.

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<sup>1</sup> WWF, Nature & Culture International, AIDSESEP, the national association of indigenous organisations in Peru, COSPE, TERRA NUOVA and GRADE.

- The MEL Manager will have the support of the data collection service provider and play your role with close coordination with consortium-level MEL.

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

## **Accountabilities**

With the advice and immediate supervision of the Chief of Party, the MEL Manager will be responsible for the following activities:

### **Programme management support**

- Under Programme MEL Plan approved, leads the monitoring, evaluation, systematisation and information management processes of programme implementation, safeguarding the application of approaches, contractual commitments and standards governing programme management. Provide support in the development of annual plans.
- Lead information and knowledge management on the programme, providing specialist support to all project units. This includes the design and management of the Programme MEL Plan, programme's central files, in accordance with Practical Action and donor policies that will be subject to technical and administrative audit by third parties.
- Supports the Chief of Party and Deputy Chief of Party training and presentation of programme activities and results to the donor, relevant stakeholders, and key decision makers.
- On-site monitoring, supervision and accountability of programme activities. Verify programme results with supporting documents, photos and success stories (with direct quotes from programme beneficiaries).
- In charge of the first version of the Technical Reports to donor for review by Deputy Chief of Party and review and final approval by the Chief of Party.
- Promote and systematise monitoring and evaluation of the programme's progress, providing feedback on the strategic and operational planning, with a focus on continuous improvement.
- Systematisation of program information as inputs for program outreach and communications strategy.
- Application of IT system to accurately manage of program information, considering IT framework and systems of Practical Action and donor.

### **Development of MEL Framework**

- Develop the MEL Framework (MEL Plan and tools) in collaboration with the programme team, the data collection service provider, Practical Action's global Impact and Learning Team, the Independent Evaluator, and the Fund Manager.
- Ensure partners have a thorough understanding of the Framework and have the skills to effectively monitor their programme components.
- Formally train partners and other relevant stakeholders on the programmes MEL systems, policies, procedures, templates and forms; and provide informal training as needed. Therefore, their in-depth knowledge of project indicators, data collection methods and techniques is key to the successful implementation of the activities.
- Periodic review of the MEL Framework, ensuring it is fit for purpose and adapting it as necessary, according to donor and Practical Action policies and systems.

## **Monitoring, Evaluation and Reporting**

- Oversee the MEL operations of the programme components, ensuring comprehensive and consistent application of the MEL framework to deliver robust and actionable MEL information.
- Manage the contract of the Data Collection Service Provider, ensuring effective and compliant ToR with data that responds to the programme needs, and monitoring completion of deliverables.
- Organise and facilitate the mid-term and final evaluations in coordination with the Fund Manager and the Independent Evaluator.
- Organise and reporting the MEL internal workshops to collective analysis of advances and learnings about entire program management in close coordination with COP, DCOP and consortium members (MEL *focal points*).

## **Learning**

- Analyse the programme assumptions and developing programme environment to identify key learning needs drawing on the programme desired Impact and Outcomes.
- Periodic review of monitoring and evaluation information to draw out learning.
- Develop learning materials and share with programme team and internally with Practical Action staff.
- Facilitate a variety of programme learning events (in-person and on-line) and drive the adoption of learning in programme delivery.
- Participate in learning events and contribute learning from the programme.

## **Person Profile**

To be successful in the role, the ideal candidate will be able to demonstrate:

- Engineering degree, or equivalent, in subjects related to monitoring and evaluation and/or international development, such as systems, computer science, economics, natural resources or forestry studies.
- At least 8 years of experience in monitoring and evaluation of international cooperation projects, preferably with some years in the environmental sector.
- Experience in planning, design, and implementation of monitoring systems for tracking/performance of activities and indicators.
- Experience in the collection, analysis, synthesis, management, systematisation of information for learning activities and knowledge management.
- Skills and experience in the implementation and delivery of information technology services.
- Willingness to work as part of a team. A team player, able to work with people from diverse backgrounds and with differing objectives, bringing people together, managing potential conflict and facilitating communication and learning.
- Fluency in Spanish and intermediate or advanced command of English.

## **Desirable**

- Significant experience working in the environment and/or development sector in southern America, including experience in a senior MEL capacity.
- Master's level qualification preferred in livelihoods and/or environment; undergraduate qualification in a relevant field required.
- Strong analytical skills and a curiosity to learn and share learning for programme improvement.
- Proven track record of developing and implementing MEL systems in complex project environments.
- Ability to work collaboratively with project partners using an adaptive management approach to ensure delivery responds to learning and changes in context.
- Proven track record of using key project MEL tools and skills and of supporting teams in multiple locations to build capacity in these areas.
- Ability to design and facilitate learning workshops.
- Must be able to clearly undertake tasks and deliver to time-pressured deadlines, including travel at short-notice and working effectively with other team members.
- Fluent in English and Spanish and able to write high quality internal and external reports in English.
- Commitment to environmental and humanitarian principles and to supporting people to improve their lives.
- Experience of working in the Andes-Amazon landscape is desirable.
- Experience of facilitating on-line learning and webinars would be an advantage.

## **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.

### **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 Manager** of the programme is expected to demonstrate and work towards demonstrating excellent standards of behaviours under these values.

**Benefits**

Practical Action offers a vibrant environment for professional development. Our dynamic international team provides opportunities of peer to peer learning and for being part of solutions to global challenges. In particular, this upcoming biodiversity programme is a unique initiative for preserving one of the most diverse landscapes in the World.

Salary in payroll with law benefits (gratifications, holidays, insurance among others). Hybrid work with base in Quito, Ecuador.

Annual contracts with a 3-month probation period.

**Application**

If you are interested in this position and fulfill the requirements, please send your CV with a letter of intent indicating why you are the right candidate for this job. Please include your salary expectation and three professional references.

Please name files in the following manner: "CV\_Name\_Surname" (CV) and "LI\_Name\_Surname" (letter of intent), and send both documents to **postulantes@practicalaction.org** with the subject line labeled "**MEL Manager**" by **3 November 2023**.

*Practical Action is an equal opportunities employer and we encourage applications from under-represented groups. We stay committed to cultivating an inclusive and diverse working environment and believe that people from different backgrounds or cultures give us different perspectives, and the more perspectives we have, the more successful we will be. By building a culture where everyone feels heard, respected and valued we give everyone working with us the opportunity to achieve their full potential.*

*Practical Action is committed to safeguarding and protecting children and vulnerable adults and as such candidates will be subject to pre-employment checks.*