IMPACT
Shaping practices
Influencing policies
Impacting lives

MONITORING, EVALUATION & LEARNING OFFICER IN GENEVA, SWITZERLAND (HQ)
(Reference: 23/HQ/MELO01)

BACKGROUND ON IMPACT AND REACH

REACH was born in 2010 as a joint initiative of two International NGOs (IMPACT Initiatives and ACTED) and the United Nations Operational Satellite Applications Programme (UNOSAT). REACH's purpose is to promote and facilitate the development of information products that enhance the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts. REACH facilitates information management for aid actors through three complementary services: (a) need and situation assessments facilitated by REACH teams; (b) situation analysis using satellite imagery; (c) provision of related database and (web)-mapping facilities and expertise.

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative. The IMPACT team comprises specialists in data collection, management and analysis and GIS. IMPACT was launched at the initiative of ACTED, an international NGO whose headquarter is based in Paris and is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, enabling IMPACT to benefit from ACTED's operational support on its fields of intervention.

POSITION OVERVIEW
We are currently looking for a Monitoring, Evaluation & Learning (MEL) Officer to join IMPACT's global Research Team in Geneva, Switzerland.

Position: Monitoring, Evaluation & Learning (MEL) Officer
Department: Research
Supervisor: Senior Research Manager – Monitoring, Evaluation & Learning
Duration: 9 months – maternity cover - (with possibility for extension)
Start date: June-July 2023
Location: Geneva, Switzerland

Internal learning through monitoring and evaluation (M&E) processes is key to IMPACT's research approach; these processes help to understand 1) to what extent our activities are having their intended impact and 2) lessons learned from each research cycle is appropriately capitalised to continue improving and strengthening our work on a day-to-day basis.

The main purpose of this role is to take support with the continuous strengthening of the quality and accountability of IMPACT's research programmes, and by doing so, ensure accountability to donors and research participants, and contribute towards bringing immediate and lasting changes in the lives of affected populations across different crises. In order to achieve this, the MEL Officer will support with implementation of an *updated* organisation-wide MEL system which internalises learning as a key building block for the IMPACT's research approaches.

CORE TASKS & RESPONSIBILITIES

Monitoring & Evaluation

- Coordinating IMPACT's global M&E activities including:

    o Ensuring M&E processes are being implemented by all country teams as per IMPACT's Research Cycle guidelines

    o Leading the annual and quarterly M&E review processes, including 1) data collection 2) data processing and analysis and 3) report-writing and dissemination of findings

- Contributing to the roll-out of IMPACT's internal capacity building strategy vis-à-vis monitoring & evaluation, including the coordination of relevant induction sessions for all new staff

Learning

- Internal learning

    o Contributing towards the capitalization of internal best practices and lessons learned through the implementation of internal lessons learned processes, including review of country-specific lessons learned documents and regular (quarterly) updating of the global Research Lessons Learned Database

    o Conducting regular reviews of research design and reporting outputs from select research cycles in order to contribute towards cross-mission learning aimed at strengthening and standardising IMPACT's research approaches, especially under the PANDA Initiative (for e.g. Third Party Monitoring and / or Impact Evaluations) – *up to 25% only i.e. 1 day per week*

    o Share relevant information with other IMPACT Units/ Departments to strengthen ongoing and future programmatic approaches

- External learning

    o Proactively map out emerging lessons learned and best practices within the humanitarian and development sector, specifically in relation to social research and M&E

    o Complete at least one in-depth literature review per year on emerging best practices and lessons learned, with a specific focus on innovative research or M&E methods

ADDITIONAL TASKS (ON AN AD-HOC, BY NEED BASIS)

- When relevant, conduct ad-hoc consultations/ feedback sessions with external partners and stakeholders to gather feedback on IMPACT's work, at both global and country levels

- Support the Grants Management Department with the review of 1) M&E annexes of project proposals and/ or 2) evaluation outputs for donor reporting

- Support the Head of Research with proactively tracking progress of key indicators within the Research Department strategic action plan

- Provide other support for the implementation of IMPACT projects/ research cycles as directed, including in-country or remote surge to country teams if necessary

REQUIREMENTS

Required

- Qualifications & Experience
    - Good academic qualifications, including a Master's degree or higher in relevant discipline (e.g. Social Science, International Development, International Relations, Economics, Statistics, etc.)
    - At least 2-3 years of relevant work experience in designing, managing and implementing monitoring and evaluation activities in humanitarian / international development contexts
    - Prior experience conducting primary research (quantitative and/ or qualitative)
- Soft skills
    - Fluency in English
    - Ability to manage time and resources effectively and to thrive in a fast paced, results-oriented environment
    - Attention to detail and commitment to producing high quality work
    - Openness to feedback and willingness to learn
    - Ability to work independently, with initiative, while taking a proactive, solutions-oriented approach
    - Ability to communicate clearly and effectively, including in remote work settings

Desired
- Fluency in French and/ or Spanish
- Good understanding of research methods within the field of social sciences (quantitative and qualitative)
- Prior experience with quantitative and / or qualitative analysis software (Excel, R, SPSS, NVivo, etc.)
- Working knowledge of the Adobe Creative Cloud software package (Illustrator, InDesign)