



Job Profile

Position: Monitoring, Evaluation & Learning Officer, Guatemala & Mexico

Location: Guatemala

Employee Type: Permanent

Supervisor: Program Manager LWI Guatemala and Program Manager LWI México

Department: Program

POSITION PURPOSE:

The Monitoring, Evaluation and Learning Officer is responsible for creating, collecting, analyzing, and managing quantitative and qualitative data for the design, monitoring, evaluation, and systematization of projects to support program management and accountability. This is a shared position between Guatemala and Mexico Programs.

DIMENSIONS:

Direct Reports	0
Travel	50%
Budget Management	0

JOB REQUIREMENTS:

EDUCATION/EXPERIENCE

- Degree in one of the following: Statistics; Public Health; Social Sciences; Development Studies or a related field.
- A post graduate qualification in Monitoring and Evaluation is required.
- At least five years of working experience in an INGO setting, with at least two (2) of the 5 years being field experience managing Monitoring, Evaluation, and Learning work.
- Experience in project cycle management (PMD Pro preferred or willing to commit to getting certified within 6 months of employment)
- Practical, hands-on skills in managing a Monitoring and Evaluation system including its review, tools development, and Information management.
- Thorough understanding and experience in quantitative and qualitative data collection methods, including sampling, survey design, interviews, focus group discussions, data analysis, and application of these methods to project monitoring and evaluation standards in Water, Sanitation and Hygiene.
- Experience in at least two M&E design frameworks (Logical frameworks, Theory of Change, or Outcome Mapping).
- Proven computer skills (MS Word, Excel, PowerPoint).
- Experience in the design, analysis, and reporting of quantitative and qualitative surveys.
- Strong analytical skills (use of analytical software at least one: R, SPSS, STATA, EPI INFO, ATLAS IT, ARC-GIS, MaxQDA, NIVIVO).
- Excellent communication skills (written and spoken) in Spanish and English; French will be a plus.
- Experience presenting research findings to diverse audiences;

	<ul style="list-style-type: none"> • Previous experience in the design and delivery of capacity building trainings in M&E. • Experience providing technical assistance in MIS/M&E.
BUSINESS COMPETENCIES & GENERAL SKILLS	
<ul style="list-style-type: none"> • In-depth working knowledge of computer based statistical programs and excel. • Knowledge and experience working in cloud-based database software • Knowledge and experience working with mobile data collection • Knowledge and experience with WASH sector guidelines and best practices. • Knowledge and experience designing or delivering WASH programming • Knowledge and understanding of local community and social/cultural constraints for effective project design and implementation; 	<ul style="list-style-type: none"> • Competence in writing high quality reports, exhibiting detailed and professional attributes Highly proficient in English both spoken and written. • Oral Communication/Presentation skills. • Ability to work with minimal supervision. • Ability to work in rural environments with little to no infrastructure. • License to drive a motorcycle and vehicle is preferred • Willingness to travel up to 50% of base time.

AREAS OF RESPONSIBILITY
<p><u>Program design and operations</u></p> <ul style="list-style-type: none"> • Lead the design of new program according to the approved process of Living Water for program design; this includes the identification of new operational area, the community baseline, and the program planning. • Support program team in developing implementation plan for the delivery of the program outcomes and outputs. • Support program management team in developing tools for the effective management of the country/region operations. • Support proposal writing by making available data on the targeted project area and ensuring the quality and alignment of the concept note/proposal with the office program. • Support strategy design and planning for national offices and regional team. • Assist the Country Director, Honduras & Nicaragua in operational tasks as required or assigned. <p><u>M&E system and Information Management</u></p> <ul style="list-style-type: none"> • Ensure the Living Water framework for program monitoring, evaluation and learning is implemented at the country/regional level. • Design sound monitoring system for all projects and initiatives to track accurately their progress. • Provide technical support to LWI staff in developing and applying a simple, systematic, effective, and participatory system of project monitoring and evaluation. • Reviewing/creating and maintaining relevant database in support of LWI operations. • Collect qualitative and quantitative data for enhancing planning and implementation of programs. • Ensure up to date databases that provide real-time accurate and complete information on WASH program implementation and resource utilization. • Update program/project indicators and ensure minimum standards for measurement of project impact and program excellence are followed. • Provide support to program staff in capturing learnings and effectively documenting success stories. <p><u>Reporting and Capacity Building</u></p> <ul style="list-style-type: none"> • Produce program reports and case studies from Living Water work for internal and external stakeholders. • Track country office progress in implementing fully the quality standards, office review and operational evaluation recommendations. • Implementing M&E training programs for staff that will enhance and develop skills required to perform their jobs in assessment, design, monitoring, reporting and evaluation.

- Assess equipment and software needs for M&E and ensure appropriate, effective and efficient software/equipment is maintained.
- Oversee the collection and review process for Most Significant Change stories
- Provide support to country staff in reporting timely and accurately completed projects on LWIS/Salesforce.
- Provide support to program staff in preparing and submitting quality reports.

Documentation and Research

- Co-ordinate and facilitate action research on important issues in the water and sanitation sector as identified by country, regional and global staff.
- Design and implement periodic field studies and other data collection instruments for the purposes of learning the effects of program interventions.
- Support in-country efforts to develop local learning systems and production of learning products on regular basis for dissemination in-country and internationally within LWI and its stakeholders.

Others

- Execute other tasks as required for the successful implementation of Living Water programs in both countries.