

# Monitoring, Evaluation, Research & Learning (MERL) Officer

## Misean Cara is seeking a Monitoring, Evaluation, Research & Learning Officer

### POSITION SUMMARY

**REPORTS TO:** This position will report to the Learning & Development Manager.

### MISEAN CARA

Founded in 2004, Misean Cara is a faith-based development organisation of 78 members (all religious or lay missionary organisations) working with and for some of the most vulnerable communities in the world. Our members live in marginalised communities and work in the areas of education, health, sustainable livelihoods and human rights, delivering high quality project results through a deep-rooted presence in over 50 countries.

In our Strategy 2022-2026, we are supporting member activities to uphold rights in five areas:

1. Climate-resilient livelihoods
2. Quality education
3. Better health, clean water and sanitation
4. Human rights
5. Emergency relief and support

### KEY RESPONSIBILITIES

The principal focus of this role is on strengthening the organisation's learning culture. The relationship between Misean Cara staff and its member organisations and project teams is fundamentally one of accompaniment on a journey of transformation.

The MERL Officer works as part of a small team. The following list of responsibilities is indicative, with the allocation of specific tasks depending on the skills within the team and on organisational needs at any given time.

#### 1. Monitoring

- Contribute to the planning of Misean Cara's monitoring programme each year.
- Liaise closely with members in relation to monitoring and evaluation visits.
- Support members in the enhancement of their own monitoring systems, at both organisational and project-team levels.
- Conduct monitoring visits to member projects, providing learning-focussed feedback to project teams.
- Provide support to other staff members in carrying out and following up after monitoring visits.
- Review and provide appropriate feedback on member project reports.

#### 2. Evaluation and Research

- Contribute to the commissioning of external reviews and evaluation consultancies, leading on at least one per year, including the writing of clear and succinct invitations to tender and Terms of Reference.
- Manage the implementation of evaluations, engaging with the evaluators to ensure high quality final reports and other deliverables.
- Support follow-up actions on key findings and recommendations from reviews and evaluations.

- Conduct and contribute to research initiatives undertaken.

### **3. Capacity Development**

- Contribute to the implementation of the Capacity Development Policy, and related guidelines, to enhance members' work.
- Support and capture learning from Misesan Cara's regional mentorship programmes and bring to the broader membership through appropriately tailored initiatives.
- Support and contribute to the strengthening of overall organisational capacity, and develop systems to demonstrate and evidence capacity development.
- Promote a learning culture within Misesan Cara that is inclusive, creative and forward thinking and in alignment with our organisational commitment to being a sustainable learning organisation.

### **4. Policy**

- Contribute to the implementation of the M&E Policy, and related guidelines, to reflect a greater emphasis on results.
- Contribute to the regular updating or rewriting of the M&E Policy, as required.
- Support and contribute to policy and advocacy initiatives across the organisation.

### **5. Organisational Reporting**

- Contribute to Misesan Cara's yearly reporting cycle at an organisational level or to the preparation of specific reports for individual donors.
- Assimilate information from across the organisation, with an emphasis on innovation and learning, to produce coherent reports and other documents.

### **6. General**

- Contribute to cross-organisational initiatives as required
- To work flexibly and undertake any other tasks and responsibilities in support of the overall work of Misesan Cara, as may be assigned by the line manager or the CEO.
- To always work in a professional manner upholding the values and culture of Misesan Cara.

### **ESSENTIAL SKILLS AND ATTRIBUTES**

- A degree-level qualification or equivalent in a relevant discipline
- At least five years' experience in the development sector, including experience living and working in the Global South
- Experience in doing and managing monitoring and evaluation within the international development sector
- Experience in the area of capacity development
- Experience working on development projects structured according to results frameworks
- A high degree of self-sufficiency and initiative, and the ability to innovate
- The ability to work well in a team
- Excellent writing skills in English across a range of styles
- Excellent interpersonal, problem solving and listening skills
- Excellent IT skills, particularly in the use of MS Office

### **DESIRABLE SKILLS AND ATTRIBUTES**

- An affinity with development work undertaken by missionaries
- A masters-level qualification or equivalent in a relevant discipline
- Experience taking a participatory approach to development, particularly participatory monitoring and evaluation
- Research experience using qualitative and/or quantitative methodologies
- Experience and skills in policy development and advocacy work
- Experience of working in or with a membership-based organisation
- Technical expertise in relation to IT-based data management systems
- Fluency in Spanish, Portuguese, French, Swahili, or any language spoken widely in the Global South

- An affinity with development work undertaken by missionaries, and an appreciation of the missionary approach to development interventions

#### **TERMS AND BENEFITS**

- **Contract:** permanent
- **Probation:** six months
- **Salary range:** €37K to €50K, depending on qualifications and experience
- **Net weekly hours:** 37 hours
- **Location:** Misean Cara office in Dublin; hybrid working options available
- **Pre-employment checks apply:** Garda vetting, full reference checks and medical
- **Travel:** Overseas travel will be required as part of this role
- **Benefits:** Pension, life assurance up to age 65 years, Employee Assistance Programme, 24 days annual leave, mental health day, and supportive team environment.

**To apply:** please email your CV together with a cover letter outlining how your motivation, experience and skills meet the requirements for the position, to [jobs@miseancara.ie](mailto:jobs@miseancara.ie) Please insert “**MERL Officer**” in the subject line.

**Closing date:** Wednesday, 13th December, 2023, 17:30 Irish time

**Interviews:** A first round of online interviews will be held in the week of January 8<sup>th</sup>, 2024. If required, a second round of face-to-face interviews will be held in Misean Cara’s office in Dublin later in January.

**Applicants must be legally entitled to work in Ireland for the full duration of the contract and must present documentary evidence to support this status.**

Misean Cara is an equal opportunities employer and welcomes applications from all sections of the community. We are committed to the safeguarding of children and vulnerable adults, and implement a Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) Policy with which all staff are expected to comply.