

Colombia

Monitoring and Evaluation Officer

Organization Danish Refugee Council Posted 18 Jan 2025 Closing date 23 Jan 2025

The Danish Refugee Council helps refugees and internally displaced people around the world: we provide emergency aid, fight for their rights and strengthen their chances for a better future. We work in conflict-affected areas, along displacement routes and in the countries where refugees settle. In cooperation with local communities, we seek responsible and sustainable solutions. We work towards successful integration and, wherever possible, to fulfil the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956 and has since grown into an international humanitarian organisation with over 7,000 employees and 8,000 volunteers. Headquartered in Copenhagen, Denmark, and present in forty countries, the Danish Refugee Council is a non-profit, politically independent, non-governmental and non-denominational aid organisation.

Our vision is a dignified life for all displaced people. All our efforts are based on our values: humanity, respect, independence and neutrality, participation, and honesty and transparency.

## JOB OVERVIEW

The main objective of the Monitoring, Evaluation, Accountability and Learning Officer (OMERA) is to support the Monitoring, Evaluation, Accountability and Learning Team Leader in the implementation of the strategy to monitor and evaluate the quality of programs according to internal indicators, donor indicators and monitoring and evaluation principles. The OMERA will carry out operational activities to monitor indicators, report and control means of verification, support the collection of data from the community and accompany field teams in field activities.

Under the supervision of the MERA Team Leader, the team will have to work with the teams (Cash Transfers, Livelihoods, Emergencies and Protection) of the assigned base to implement monitoring activities within the framework of the MERA strategy.

Responsibilities:

Implementation of DRC's MERA strategy:

Support the implementation of the MERA strategy for DRC humanitarian programmes.

Support the development of data collection tools and methodologies for DRC humanitarian programmes, ensuring the quality of the information collected.

Implement DRC guidelines regarding GDPR and data protection in the assigned area, specifically for data related to MERA-GI.

Apply ethical and accountability frameworks and principles, including CHS, in accordance with DRC guidance.

Monitoring:

Participate and contribute (as needed) to project kick-off meetings, follow-up meetings, and closing meetings, in order to share progress, best practices, and challenges of assigned projects.

Ensure high data quality by ensuring accurate data collection, entry and upload, as well as basic analysis of information.

Ensure proper use of verification means established for each DRC humanitarian programme.

Carry out quantitative and qualitative data collection activities at the field level, related to the development of program activities and performance indicators.

Conduct a monthly review of the implementation of activities, using indicator monitoring boards (IPT).

Support the design of monitoring tools to be used during activities.

Conduct field visits to monitor activities.

Review of physical and digital verification methods in accordance with the guidelines established for each project.

Regularly review the indicators of the assigned project or projects and generate the necessary communications.

Reporting and information management:

Submit weekly, monthly, interim or final reports, as needed, to the national MERA unit, program team and/or office management.

Support the construction of inter-agency reports as needed.

Responsible for managing and ensuring the quality of the assigned databases, which will be delivered as a means of verification of the different programs.

Consolidate digital verification methods, reviewed and approved for delivery to donors.

Accountability:

Entering and managing requests, complaints and feedback in a timely, secure and responsible manner at the local level will also ensure the availability of materials and tools for the implementation of the Requests, Complaints and Feedback Mechanism (MPQR).

Ensure that activities comply with DRC's Community Accountability principles.

Ensure that beneficiaries are treated with respect, confidentiality and informed consent in the development of activities.

Support activities and/or processes of accountability to communities.

Learning and assessment:

Lead the process of collecting and systematizing lessons learned and good practices, in accordance with the guidelines of the MERA strategy.

Promote capacity building in programmatic teams

Actively participate in the internal evaluation processes of DRC programs.

In the case of external evaluations, provide local support to evaluators and provide input for the evaluation.

Management and articulation:

Provide feedback to teams on findings in the reporting cycle.

Coordinate with the implementation teams to resolve any new issues related to verification methods.

Liaise with programs and operations to ensure prompt follow-up on feedback and complaints received.

Provide technical support to field teams in the management of software or data collection systems, when necessary.

Safety and Health at Work

Seek comprehensive care for your health.

Actively participate in the formation of the COPASST – Workplace Coexistence Committee – Emergency Brigades, as well as the activities they carry out.

Comply with the rules, regulations and instructions of the SST SG.

Report any potential hazards and risks at your workplace in a timely manner.

Attend SST training defined by the SG-SST training program.

Ensure that your workplace and work area are kept in order and clean.

Provide clear, truthful and complete information about your health status.

Immediately report any work accidents, incidents (near accidents) and illnesses diagnosed as occupational to the SST area and your immediate supervisor.

Report to the immediate supervisor the need to take corrective or preventive actions, which correspond to real or potential non-conformities of the process to which it belongs.

Participate in training activities, drills and those scheduled by occupational health and safety

Participate and contribute to compliance with the SG-SST policy and objectives.

#### EXPERIENCE AND TECHNICAL SKILLS:

Minimum two (2) years of work experience related to Monitoring, Evaluation, Accountability and Learning.

At least one (1) year of specific experience in humanitarian assistance programs related to Monitoring, Evaluation, Accountability and Learning functions is desirable.

Experience in producing surveys with statistical and qualitative relevance, including the information collection process.

Experience working in multicultural environments.

Excellent handling of MS Office, especially Excel.

Good management and administration of databases, including data visualization applications (Power BI).

Management of information collection systems (KoboToolbox, Survey Monkey, CommCare, ODK).

Ability to think critically and apply critical thinking at work.

Learning interest.

Good verbal and written communication skills.

Desirable

Calm and diplomatic character.

#### REQUIREMENTS IN TERMS OF ACADEMIC TRAINING AND TECHNICAL KNOWLEDGE:

Professional in Economics, Industrial Engineering, Statistics, Social Sciences or a related professional field. Specialization or Master's degree in Project Management, Political Science, Economics, Statistics, International Cooperation, Humanitarian Assistance, or other similar fields is desirable.

Languages:

Good knowledge of written and spoken English (desirable).

All DRC roles require the incumbent to master the DRC core competencies:

Striving for excellence: focusing on achieving results and ensuring efficient processes

Collaboration: Involve relevant parties and encourage feedback

Taking the initiative: taking ownership and initiative while pursuing innovation

Communicate: Listen and speak effectively and honestly

Demonstrating integrity: acting in accordance with DRC's vision and values

We offer:

The opportunity to belong to one of the best NGOs worldwide.

Access to over 1,000 free online training courses and certificates.

Prepaid medicine, 100% coverage of the policy for the employee and special price for beneficiaries.

National fixed-term contract for six (6) months with all possible legal benefits, with the possibility of renewal extension according to performance and availability of funds.

Salary starting at \$3,341,000 depending on the candidate's experience and skills.

Start date: February 10, 2025

Salary and conditions in accordance with the terms of employment in Colombia.

Note 1: The applicant who applies for this call authorizes DRC to validate the personal information provided in the resume. Your identification will be verified in public and private databases for the exclusive use of validating the information, in accordance with our anti-fraud, money laundering and terrorist financing policies.

Note 2: The applicant who freely and voluntarily wishes to take part in the selection process to fill the position of this call, must strictly adhere to the rules that apply to the subject (suitability of the degrees presented, execution of tests on a personal and individual basis and veracity of the information) adhering to the DRC manuals and anti-fraud policies, under penalty of declaring disqualified the applicant who incurs in any irregularity in the judgment of the organization, even by mere suspicion, and even in possible criminal conduct according to Colombian legislation.

Country

Colombia

City

Barranquilla

Source

Danish Refugee Council

Type

Job

Career category

Monitoring and Evaluation

Years of experience

0-2 years

Theme

Recovery and Reconstruction