

ICMPD **Generic Job Profile**

Monitoring, Evaluation, and Learning (MEL) Officer¹

Functional Overview

The Monitoring, Evaluation, and Learning (MEL) Officer ensures the effective design, implementation, and management of monitoring, evaluation, and learning frameworks, methodologies, and tools across assigned projects or programmes. By establishing results-based management (RBM) processes and performance indicators, the MEL Officer ensures high-quality reporting and alignment with donor requirements and ICMPD's regulatory framework. The role fosters capacity-building initiatives and strengthens collaboration with internal and external stakeholders to achieve measurable project outcomes.

Key Results

MEL Framework Development and Implementation: The MEL Officer achieves results by developing and implementing MEL frameworks and tools that align with project objectives. Theories of change, results matrices, and indicators are designed and operationalised to enable robust monitoring and evaluation processes. Comprehensive monitoring plans tailored to project requirements are executed to capture meaningful data and inform reporting. Evaluation activities, including the preparation of terms of reference, oversight of external evaluations, and review of outputs, are completed to a high standard. Lessons learned and best practices are systematically documented and integrated into future projects to enhance effectiveness.

Project Monitoring and Reporting: The Officer ensures monitoring and evaluation activities are implemented across projects, providing high-quality reports that communicate progress, results, and challenges to stakeholders. Quantitative and qualitative data collection and analysis methodologies are employed to capture and demonstrate project achievements, contributing to informed decision-making.

Capacity Building and Stakeholder Collaboration: Through capacity-building initiatives, the MEL Officer strengthens the MEL competencies of project teams and partners. Training sessions and workshops are designed and delivered to ensure staff and stakeholders are equipped with the necessary skills to support MEL processes. Collaborative relationships with ICMPD colleagues, project teams, donors, and external partners are maintained to facilitate the shared achievement of MEL objectives and activities.

Knowledge Management and Continuous Improvement: The MEL Officer contributes to knowledge management by developing and refining tools, templates, and guidelines that support effective MEL practices. Feedback loops are established to ensure continuous improvement of MEL methodologies, aligning them with organisational priorities and donor requirements. Technical

¹ This project profile is classified at IP3.

documents and reports are prepared and disseminated to share findings and enhance organisational learning.

Project Development Support: Support for project development is provided by integrating MEL components into new project concepts and proposals, ensuring alignment with organisational standards and donor expectations. Inputs are prepared for resource mobilisation activities, particularly for MEL-related sections of funding proposals and donor reports.

Required Expertise

- Expertise in designing and implementing MEL frameworks, methodologies, and tools within an international context, particularly for migration-related projects.
- Strong analytical and problem-solving skills, with the ability to conduct quantitative and qualitative data analysis.
- Demonstrated capability to build and maintain collaborative relationships with donors, partners, and project teams.
- Proven experience in developing and delivering capacity-building initiatives to enhance MEL competencies.
- Familiarity with results-based management approaches to align MEL activities with organisational and donor priorities.
- Excellent communication skills, including the ability to present complex information clearly and effectively to diverse audiences.
- Strong interpersonal skills to foster effective teamwork and collaboration across multicultural teams.

Qualifications, Experience and Language Skills

- Master's degree in a relevant field such as evaluation, economics, statistics, or social sciences.
- Minimum of five years of experience in designing and managing MEL processes, tools, and methodologies for international projects.
- Proficiency in English, both verbal and written, with knowledge of additional languages considered an asset.
- Advanced proficiency in standard office IT tools and MEL-related software, such as SPSS, NVivo, or STATA.