

ICMPD Generic Job Profile

Monitoring, Evaluation, and Learning (MEL) Officer¹

Functional Overview

The MEL Officer effectively develops, implements, coordinates, monitors and completes assigned MEL tasks and projects aligned with ICMPD's strategy, goals, rules and business processes.

Key Results

MEL Task Execution: In support of effective collaboration activities with all relevant stakeholders, technical MEL-related tools e.g. theories of change, results matrices, indicators, performance attributes, evaluation designs, effectively implemented with resources, and plans tailored to the specific project or programme. All deliverables aligned with the project purpose and budget and established MEL processes and quality procedures. High-quality MEL outputs cost-effectively implemented and delivered in alignment with ICMPD rules and procedures, including processes for SKEI quality assurance and review and ICMPD's results-based management (RBM) framework.

MEL Guidance and Support to Programme Management: In line with pre-defined objectives, project or programme-level monitoring activities implemented including monitoring tools and reporting formats in line with ICMPD processes as well as donor requirements. Collaboration with project teams regularly undertaken to review the monitoring system, ensuring effective data is captured and reported. Evaluation activities monitored including contributions to evaluation design, development of terms of reference, review of proposals and products. As requested, liaison undertaken with ICMPD's Procurement and Grants Unit to prepare relevant tender dossiers to identify suitable external evaluation service providers. Information shared, lessons learned and best practices disseminated internally. Inputs prepared for the formulation of new technical tools, resources and concepts.

Stakeholder Collaboration: Effective collaboration undertaken with internal SKEI team experts on key products and packages, including supporting quality assurance and high-quality MEL activities across the organisation. SKEI colleagues', project or programme partners', and donors' expectations and working relationships effectively supported and communication consistently exchanged, with regular updates on progress. SKEI Unit processes supported to ensure quality assurance, outreach and communication with Regional Offices, Units and Programmes across ICMPD.

Support to Strategy and Knowledge Management: The execution of ICMPD's Strategy 2025 supported by a focus on the development and implementation of ICMPD's RBM framework and associated tools including KPIs and dashboards through contributions to the alignment of ICMPD

¹ This project profile is classified at IP2/LP2.

programmes and projects with its strategic framework and results architecture as part of ICMPD's standardised project management approach.

Support to SKEI Unit Development and Management: Support provided to the development of key SKEI resources and events, e.g. internal unit and organisational technical MEL tools and templates and organisational informational/capacity-building workshops, including content formulation and preparation/delivery of presentations. Activities aimed at growing SKEI and ICMPD capacities, team MEL and RBM skills, and/or other resources focused on technical MEL approaches and rigorous methodologies, effectively supported and inputs provided to increase the evidence base for effective migration initiatives.

Required Expertise

- Proficient, professional and efficient MEL experience supporting the development of MEL approaches and tools able to capture progress toward results and document project/programme achievements using established MEL methodologies and practices for projects and in an international context and/or in the field of migration.
- Experience in implementing projects and delivering MEL products on deadline including quality assurance processes.
- Established collaboration and listening skills aimed at ensuring effective cooperation with ICMPD colleagues, partners, and donors.
- Experience supporting MEL capacity-building training and tools to support project design and implementation.
- Analytical thinking and ability to integrate new approaches and innovations to ensure the development and use of targeted MEL tools in support of organisational projects.
- Experience working with internal colleagues on the initiation and deployment of knowledge management and resource mobilisation activities.

Qualifications, Experience and Language Skills

- Master's degree in MEL, evaluation, economics, statistics or a related social science field.
- Minimum of 3 years of direct experience supporting the development and use of MEL approaches, methodologies, plans and tools (e.g. theory of change, logical frameworks, performance indicators and attributes) as well as using either or both quantitative and qualitative data collection and analysis methodologies and software.
- Familiarity with results-based management and knowledge management. Direct experience with either or both is an asset.
- Proficiency in use of standard office IT tools (e.g., MS Office Suite, M365, Teams, etc.) and some MEL-related quantitative and qualitative software packages, e.g. STATA, SAS, SPSS, NVivo, Atlas.ti, Dedoose, and/or knowledge management platforms.
- Experience in an international context or working in an international organisation is an asset.
- Experience in the field of regional or international migration is an asset.
- Proficiency in (verbal/written) English. Proficiency in any of the ICMPD official languages is an asset.
- Proficiency in the use of standard IT tools.