ICMPD Generic Job Profile
Monitoring, Evaluation, and Learning (MEL) Officer[1]

Functional Overview

The MEL Officer is responsible for the efficient, comprehensive development, management, coordination, implementation, control and completion of assigned MEL tasks and projects aligned with ICMPD's strategy, goals, rules and business processes.

Key Results

MEL Task Execution: In collaboration with all relevant stakeholders, technical MEL-related tools e.g. theories of change, results matrices, indicators, performance attributes, evaluation designs, developed and 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 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 Programme Management: project or programme-level monitoring activities effectively implemented including the development of monitoring tools and reporting formats in line with ICMPD processes as well as donor requirements. Liaison with project teams regularly undertaken to review the monitoring system, ensuring effective data is captured and reported. Evaluation activities overseen including contributions to evaluation design, development of terms of reference, review of proposals and products. Where relevant, 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 ensured with internal SKEI team experts on key products and packages supporting quality assurance and high-quality MEL activities across the organisation. SKEI colleagues', project or programme partners', and donors' expectations and working relationships effectively managed 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.

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 programmes and projects with its strategic framework and results architecture.

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[1] This project profile is classified at IP3.

SKEI Unit Development and Management: Expertise provided in developing key SKEI resources and events, e.g. internal technical tools and templates and organisational informational/capacity-building workshops, including content formulation and preparation/delivery of presentations. Activities aimed at growing SKEI capacities, team MEL 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 deployment of MEL methodologies and tools during the development and execution of projects in an international, in the field of migration.
- Management of client projects.
- Expert collaboration and listening skills aimed at ensuring effective cooperation with ICMPD colleagues, partners, and donors.
- Proven capability to promote capacity-building measures in project design and implementation.
- Analytical thinking and ability to integrate new approaches and innovations to ensure the effective implementation of projects.
- Expert MEL skills aimed at developing approaches and tools able to capture progress toward results and documenting project/programme achievements.
- Demonstrated success in building networks and partnerships and in 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 5 years of experience in development and execution of MEL approaches, methodologies, plans and tools (e.g. theory of change, logical frameworks, performance indicators and attributes) as well as quantitative and qualitative data collection and analysis approaches and methodologies.
- Experience with results-based management, and knowledge management, in the field of migration at the international level.
- Proficiency in (verbal/written) English, proficiency in any of the ICMPD official languages is an asset, proficiency in the language of the duty station is a requirement.
- Proficiency in use of standard office IT tools and MEL-related quantitative and qualitative software, e.g. STATA, SAS, SPSS, NVivo, Atlas.ti, Dedoose, and/or knowledge management platforms.