APPLICATION PACKAGE

1. Job Advertisement

Position: Monitoring, Evaluation, Accountability and Learning (MEAL) Officer

IDA is seeking a full time MEAL Officer in Geneva, New York or in exceptional circumstances elsewhere.

Persons with disabilities are strongly encouraged to apply.

Description of the Organisation:

The [International Disability Alliance](http://www.internationaldisabilityalliance.org/) (IDA) is a network of eight global and six regional organisations of persons with disabilities and their families (DPOs), representing the estimated one billion persons with disabilities worldwide. Founded in 1999, as a network of international disability rights organisations, a unique composition, that allows IDA to act as an authoritative and representative voice of persons with disabilities in the United Nations (UN) system in New York, Geneva and worldwide. IDA’s advocacy seeks to advance human rights utilising the UNCRPD and other Conventions, harnessing the strengthened united voice of its members, forging working relationships with partners to achieve common goals inclusive of persons with disabilities worldwide.

* Contract duration: One year initially (with expected extension)
* Position Start Date: between May 2018 and July 2018, depending on availability.
* Deadline for Application: 15 April 2018
* Salary: Subject to location and experience

Applications: CVs will not be accepted. Only completed and signed application forms will be taken into consideration. An unedited writing sample in English related to CRPD, human rights, SDGs, or Disability issues must also be submitted with the application form. The text should not exceed 2000 words; an extract of a text is acceptable.

Further information and application pack are available on the following page: <http://www.internationaldisabilityalliance.org/content/opportunities>

1. Working Environment

**Main Interfaces:**

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| Main Internal Interfaces / IDA Secretariat IDA Program Manager  * IDA Operations and Finance Manager * IDA Senior Advisers and Human Rights Officers * IDA Executive Assistant and Reporting Assistant | Main External Interfaces   * IDA Institutional Donors (SIDA, DFID, DFAT, OSF etc) * International Disability and Development Consortium * Disability Rights Fund (Monitoring & Evaluation Officer) * IDA Members and their members |

Reports to: Program Manager

Staffs under supervision: The MEAL Officer will not be directly supervising IDA staff.

1. Job Description

Background: The CRPD and 2030 Agenda have generated great historical global momentum, which now needs greater engagement by the UN and other development agencies in order to effectively support national authorities to translate growing commitments and awareness into meaningful and resourced policy changes for the inclusion of persons with disabilities. In this context, IDA is currently facing growing demands for technical assistance to advise on how to include persons with disabilities and wishes the strengthen its operations with sound monitoring and evaluation that will support its accountability, and greater learning and impact, while building capacities and ownership of its members.

**Purpose of the Position:**

Under the line management of IDA Program Manager and with close functional links with other IDA staffs, including the Operation and Finance Manager, Project Officers and Senior Advisors, the **Monitoring, Evaluation, Accountability and Learning (MEAL) Officer** is responsible for ensuring the timely and **quality monitoring, reporting and information management relating to IDA projects and activities**.

The position offers a unique combination of responsibilities in project monitoring and evaluation, knowledge and information management, partnership follow-up and capacity development, to support quality in delivering the IDA mandate and ensuring accountability and efficiency.

Main Responsibilities

In all his/her endeavours, the MEAL Officer will ensure participatory approaches, accessibility, the provision of reasonable accommodation and attention to representation of the diversity of the disability movement and its constituencies.

1. **Support the development of monitoring, evaluation, accountability and learning systems and processes**

* Support IDA Program Manager in developing and/ or further consolidating of the monitoring and evaluation system and processes of IDA, and related internal communication
* Support the identification and roll-out of appropriate qualitative and quantitative data management solutions to facilitate analyses, reporting and communication (with due consideration for appropriate levels of transparency)
* Set-up or consolidate the required monitoring and data collection tools to ensure quality data, information and learning relating to IDA’s projects and programs
* Coordinate the interface with potential external information management solution provider
* Support the Program Manager in consolidating IDA’s strategy for evidence building and research

1. **Ensure the effective collection, analysis and use of data and information for quality reporting, accountability and continuous learning**

* Coordinate internally with IDA Secretariat team and IDA members and partners as relevant to ensure the timely collection, compilation and analyses of data and information
* Assist the IDA Secretariat team with M&E tools and support them in their use
* Prepare draft of internal and donor reports based on the above information
* Facilitate the documentation of relevant case studies and practices, surveys and studies as relevant, and support analysis and reflective learning towards continuous improvement of IDA practices
* In close coordination with the Operations and Finance unit, support adequate mechanisms, processes and tools to ensure compliance with donor requirements across implementation of IDA project activities
* Assist in drafting Terms of Reference of and provide coordination support for external evaluations

1. **Provide operational and technical support for the smooth and effective implementation of IDA programs and projects**

* Prepare draft project proposals and concept notes, and as relevant partnership agreements and contracts
* Support the IDA Program Manager with the development of relevant outcome and performance indicators, integrating the learning of previous projects
* Ensure regular communication and follow-up with IDA members involved in implementation of joint projects or activities (including budget monitoring where relevant)
* Provide operational and programmatic support to IDA members (and as relevant to their members) in the implementation of and reporting on joint projects, with a constant concern for optimizing IDA members’ ownership and capacity growth
* Depending on expertise/ profile, actively contribute to project activity implementation through providing technical and coordination support (e.g. coordination of technical workshops and evidence building in areas such as inclusive education, social protection etc.).

1. Employment Specifications

**SKILLS & QUALIFICATIONS**

1. **Essential Requirements**

* Master’s Degree in Project Management, International Development or relevant academic background
* At least 3 years of direct experience in project management (including monitoring and evaluation) with an international organization, preferably in Global South countries
* Experience of partnerships with organisations of persons with disabilities
* Experience in collaborative project development, using participatory approaches, and coordinating proposal writing with multiple stakeholders
* Ability to manage a complex workload, to prioritize and meet deadlines
* Ability to structure, organize, synthesize and analyse information;
* Excellent written skills and capacity to produce high-quality written briefs and reports in English
* Demonstrated capacity to train and build capacity of others, solution-oriented
* Strong interpersonal skills, sense of diplomacy and good communication skills
* Good level of proficiency in MS Excel and quantitative data analysis

1. **Desirable Requirements**

* Lived experience of disability
* Work and/or life experience in Global South countries
* Willingness and ability to work occasionally at non-standard hours
* Proficiency in other UN official languages
* Prior experience in designing M&E systems for development projects would be a bonus
* Open-minded, interested in new ideas and ICT solutions for data management

1. Application Form

**IDA MEAL Officer**

**Confidentiality**

All information given on the application will be treated in a confidential manner. Please note that this front page containing your personal details will be detached from the rest of your application during the shortlisting process to promote equal opportunities in the short-listing process.

**Please complete in type only.**

Please send the completed application form together with an unedited writing sample in English related to human rights, CRPD, or social policy/legal issues **by e-mail** to the IDA Secretariat **by 15 April 2018** to the e-mail address: [recruitment@ida-secretariat.org](mailto:recruitment@ida-secretariat.org), indicating in the subject line: “**IDA Recruitment – MEAL Officer”**.

Only completed application forms will be accepted. **Do not send your CV.** A confirmation of receipt will be sent to you via email. Should you not receive a confirmation after this date, please contact the IDA Secretariat by email. Shortlisted candidates will also be required to undertake a written test which will determine selection for the interview phase.

**1. PERSONAL DETAILS**

**First name:**

**Surname:**

**Home address**:

**Telephone** (cellular):

**E-mail:**

**2. HIGHER EDUCATION**

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| --- | --- | --- | --- |
| **Name and address of college/university** | **From/to** | **Full/part-time** | **Qualifications obtained** |
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**3. PRESENT AND PREVIOUS OCCUPATIONS.** Please give details of your occupation(s) starting with the most recent. Include any unpaid work that is relevant to the post and explain any gaps.

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| --- | --- | --- |
| **Employer's name and address (please start with current/ most recent)** | **From/to (month/year)** | **Position held including brief description of your duties** |
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1. **TRAINING AND DEVELOPMENT.** Please give details of any training courses attended that are of direct relevance to your application.
2. **MEMBERSHIP TO TECHNICAL OR PROFESSIONAL BODIES**
3. **Language skills, including Sign Language**

6.1 Reading skills

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| --- | --- | --- | --- | --- |
| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
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6.2. Writing skills

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| --- | --- | --- | --- | --- |
| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
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6.3. Verbal skills/International sign

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| --- | --- | --- | --- | --- |
| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
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**7. Computer literacy**

Please indicate your computer knowledge stating all the software programmes you are familiar with.

**8. Please explain how you meet the requirements of the employment specifications and provide any further information about yourself that you think is relevant to this application.**

(NOTE : This section of the application is one of the most important and will be considered as your motivation letter for the position)

**9. SUPPLEMENTARY INFORMATION**

**What is your preferred reading medium? Please select**:

Ordinary print/digital format

**10. If you were shortlisted for interview, would you have any special requirements such as timing, wheelchair access or the presence of an interpreter or signer? Please specify.**

**11. Have you ever been convicted of a criminal offence? Please select:**

Yes / No

**12. Offers of employment/contracts are subject to receipt of satisfactory references. Please provide the names, addresses and telephone numbers of two referees, one of whom should be your present or most recent employer or an academic referee if more appropriate. Referees will not be contacted without your prior permission.**

**A.** Name:

Position: ……………………………………………………………………………….

Address:

Telephone number:……………………………………………………………………………………………….

e-mail:

What is your connection with this referee?...............................................................

May we approach this referee prior to interview?

**B.** Name:

Position: ……………………………………………………………………………….

Address:

Telephone number:……………………………………………………………………………………………….

e-mail:

What is your connection with this referee?...............................................................

May we approach this referee prior to interview?

**13. Reasonable accommodation for persons with disabilities**

The IDA secretariat will make reasonable accommodations needed for the incumbent to carry out their work, to be arranged in discussion with the incumbent.

IDA is an equal opportunity organisation that does not discriminate in its recruitment programme and, in order to have the strongest possible team, actively seeks a diverse applicant pool. Private data communicated during the application process or administration of the programme will be kept confidential.

**DECLARATION**

I declare that the information provided on this form is correct to the best of my knowledge and understand that any information submitted in connection with employment and subsequently found to be incorrect or deliberately misleading could lead to dismissal without notice.

**Signed Date**

Once completed, please return this form together with an unedited writing sample in English related to human rights, CRPD, or policy/legal issues via email to the IDA Secretariat ([recruitment@ida-secretariat.org](mailto:recruitment@ida-secretariat.org)) indicating in the subject line: “**IDA Recruitment – MEAL Officer”.**

Closing date for receipt of applications: 15 April 2018. Any applications received after this date will not be considered.