

Vacancy Announcement: Monitoring, Evaluation, Learning (MEL) and IT Manager

Location: Bangalore

Network of Asia and Pacific Producers:

NAPP is a Network of Fairtrade certified Producers in Asia Pacific region. NAPP is a part of a global organization Fairtrade International, working to secure a better deal for farmers and workers in Asia and Pacific. Given the geographic challenge of catering to Fairtrade producers from Iran in the West to the Pacific Islands in the East, NAPP has constituted seven National networks and two sub-regional networks as well as Product Networks. NAPP's mission is to facilitate the incorporation of more producers to be able to join the Fairtrade movement in Asia and the Pacific through an existing wide range of products and services. For more information please visit: www.fairtrade.net and www.fairtradenapp.org NAPP member organizations are Fairtrade certified producer organizations in Asia Pacific region spread across 21 countries. It works with 275 Small Producer Organizations in Asia & Pacific regions For more information please visit: www.fairtrade.net and www.fairtradenapp.org

Network of Asia and Pacific Producers (NAPP) is seeking a Monitoring, Evaluation, Learning (MEL) and IT Manager to build its capacity in Monitoring, Evaluation & Learning activities. This is aimed towards the development of comprehensive systems, processes and a data driven approach to documenting impact. The incumbent will work within the regional context and capacity and coordinate with the global Fairtrade M&E and communications team. The position is envisioned to start in 2020.

The Monitoring, Evaluation, Learning and Communications and IT Manager will have overall responsibility for establishing and implementation the Performance Monitoring Plan (PMP) and communications and outreach strategy. The MEL and IT Manager will guide team members to apply M&E information to foster adaptive management approaches and build their capacities. The person will handle IT related works in the organization. He/She has to coordinate MEL/IT related project components of different projects implemented in NAPP. The position will be based in Bangalore, India and may include travel within Asia Pacific and globally.

Responsibilities:

- Provide technical leadership in the design and implementation of evaluations and development of results frameworks.
- Manage the effective implementation of monitoring, evaluation and communication strategies and plans across the region.

- Develop standard operating procedures for data collection, management, analyses and reporting.
- Track and analyse project indicators and other useful statistics, and prepare high-quality and timely reports using the recommended formats and communication channels.
- Design and implement a tracking database system to collect process and manage data.
- Use M&E indicators to report on the projects quarterly, semi-annually and annually.
- Provide trainings and build capacity of staff and beneficiary organizations in data collection, management, and analyses.
- Organize and facilitate regular staff meetings to ensure knowledge and learning is effectively shared and applied throughout the project's offices and activities.
- Coordinate with donor agencies to document and report qualitative data to measure impact according to gender or any other criteria.
- Actively participate in the knowledge management system to capture relevant formal and informal information that will inform decisions, support project reporting requirements and foster learning within the project.
- Participate in knowledge-capture events that include staff and partner exchanges, staff-to-staff exchanges, regular regional staff meetings and regular all-staff meetings.
- Draft press releases, respond to media inquiries and build dialogue with the journalists internationally to promote NAPP.
- End-to-end managing of NAPP's IT resources.
- Prepare and oversee the production of the progress-reporting materials, summary briefs, success stories and reports in close collaboration with the field staffs.
- Ensure consistent adherence to NAPP branding and communications guidelines across the project sites and offices.
- Assist in preparation of the brochures, producer profiles and reports, including copy-editing, formatting, designing covers and graphics.
- Coordinate with Fairtrade International M&E and IT teams as needed.

Qualifications:

- Bachelor's degree in economics, statistics, social sciences, international development, sociology, or related field required; Master's preferred.
- Minimum of three years of experience managing the monitoring and evaluation component of donor funded projects and primary recipient projects.
- Demonstrated understanding of the Collaborating, Learning and Adapting (CLA) approach to management.
- Thorough knowledge of Value Chain Analysis, Action Research methodology and Statistics including quantitative and qualitative research methods, tools, techniques for innovative designing of M&E Strategies.
- Experience of working with Data visualization programming languages.
- Demonstrated ability to apply analytical methods practically in the complex setting of the day-to-day lives of project beneficiaries highly preferred.
- Proven experience in preparing reports and communication materials desired.
- Excellent verbal, written and presentation skills.
- Computer Skills: Advanced MS Word, MS Excel, MS PowerPoint, SPSS, STATA, Atlas Ti, R, LaTeX, Power BI, C++, Java.
- Fluent spoken, written and reading abilities in English is required, professional proficiency in any other Asian language desired.

Remuneration:

Euros 1000- 1200

(Depending on qualification and experience)

Please send your CV with a reference and motivation letter at hr@fairtradenapp.org . Please indicate: 'Application for MEL and IT Manager as the subject of your email. Only those candidates considered for an interview will be contacted. Last date of application is 31.12.2019.