Terms of Reference - Monitoring, Evaluation and Learning (MEL) Manager
Global South Expert Pool
1-April 2025 – 31 December 2025

Position: Monitoring, Evaluation and Learning (MEL) Manager
Duration: 9 months
Start date: April 1, 2025

ABOUT GRP
In 2014, the Global Resilience Partnership (GRP) was established to advance resilience. Today, this need is greater than ever. While the magnitude of global challenges has escalated, there are tremendous opportunities for transformation towards sustainable and resilient futures. We remain steadfast in our belief that the only way to tackle these challenges and grasp the opportunities is through partnership.

ROLES AND RESPONSIBILITIES
GRP is looking for a MEL manager who will work as part of the GRP secretariat. The GRP Secretariat is a diverse international team that convenes and catalyses actions by the Partners. The position will be remote (home-based). This position will support GRP's MEL work and report to the Head of Strategy and MEL. The roles and responsibilities are as follows:

1. Support the implementation of GRP MEL to align with funder requirements
2. Facilitate team and organisational learning ensuring that GRP is a learning organisation
3. Support on writing donor reports and support writing synthesis reports for events including COP Resilience Hub and the Resilience Evidence Forum (REF2026)
4. Coordinate grantee, secretariat and partner reporting in line with funder requirement
5. Prepare regular reports and presentations to communicate MEL findings to stakeholders
6. Provide training and support to staff on MEL processes and best practices
7. Promote a culture of learning within the organization by facilitating reflection sessions and incorporating lessons learned into program design
8. Support in the planning, programming, and logistical coordination for REF2026
9. Support the implementation of the new GRP Strategy and Partnership approach
10. Support the design and implementation of GRP programming, including annual work planning across SRC / NPC and support coordination of meetings
11. Any other tasks deemed necessary by the team

QUALIFICATIONS
1. Minimum 7 years of experience in monitoring, evaluation and learning (MEL) in international development
2. Completed a degree in a relevant discipline (Master level preferred)
3. The candidate should be a national of a country eligible for Official Development Assistance as defined by the OECD-DAC
4. Proficiency in MEL methodologies and tools, strong analytical skills, experience with data management software, excellent communication and report-writing skills
5. Strong donor reporting experience, especially Sida, USAID, FCDO and foundations
6. Interest in and good clarity of resilience and international development cooperation
7. Adaptive, independent, and works well as part of a multi-disciplinary, remote, dispersed, fast-paced team - outstanding communication and leadership skills, attention to detail
8. Excellent ability to express themselves in English, both orally and in writing, additional languages will be an asset

TERMS OF THE CONTRACT
The work related to this TOR will commence on 1 April 2025 and finish on 31 December 2025. The period of the contract will be for 9 months, with a one-month probation period. There is potential for renewal depending on performance and availability of funding.

This is a full-time contractor position with 40 hrs work per week. GRP has a generous leave policy and the contract includes flexible leave days. The expected compensation range is USD 4,000.00-5,000.00 per month, the final rate will be based on qualifications of the selected candidate. The candidate should have access to a computer, phone and internet connection. The monthly rate is inclusive of the compensation for using own work equipment.

GRP strives to be a workplace free from discrimination and with equal opportunities for all.

LEAD CONTACT
For questions please contact Simone Verkaart (sverkaart@globalresiliencepartnership.org). Interviews will take place from 24 to 28 February. To apply, please upload your C.V. (2 pages MAX) and cover letter (1 page MAX) to this google form.

We look forward to receiving your application! **Apply by 14 February 2024**