

# MEL Officer

## Vacancy notice ref. no 2024/02 (GEO)

### General Information

INTERNET ACCESS FLAGSHIP: Rural Empowerment through Digital Inclusion (REDI) is an EU funded project that Solidarity Fund PL in Georgia (SFPL in GEO) began implementing on December 1st, 2023, together with our partner - the e-Governance Academy from Estonia (eGA).

By virtue of its innovative approach, this action will reduce the existing digital division and include those traditionally left behind by improving access to affordable digital infrastructure and developing digital literacy skills in rural areas of the target regions of Imereti, Guria, Racha-Lechkhumi and Kvemo Svaneti and possibly Kakheti.

#### Job title:

The Monitoring, Evaluation and Learning (MEL) Officer for the project REDI: Rural Empowerment through Digital Inclusion (REDI)

#### Functional grade:

Senior specialist

#### **Job description:**

The Monitoring, Evaluation and Learning (MEL) Officer will play a crucial role in overseeing the monitoring, evaluation, and learning activities of the project aimed at bridging the digital divide in rural areas of Georgia. The candidate will be responsible for designing, implementing, and managing robust MEL systems to track progress towards project outcomes and outputs. The Officer will work closely with the Project team and partners to ensure that data collection, analysis, and reporting are conducted effectively.

#### Working hours :

The regular working hours consist of 40 mandatory hours per week.

75% of the regular working hours is to be performed from Monday to Friday, from 11:00 to 17:00 physically at the office or online at the computer desk (30 hours in total).

Working time includes working online from home and three days working from the office; The changes may apply upon prior notification and agreement.

25% of the regular working hours is to be performed at time, space, and form preferred by the Employee.

#### Employment conditions:

Employment contract for the probation period (6 months) with a prospect of a long-term contract if performance is satisfactory

Employment location:

Solidarity Fund PL branch office in Georgia,  
20, Chavchavadze Avenue (Vake district)  
0177, Tbilisi, Georgia

Detailed Tasks and responsibilities:

**In the field of designing and implementing MEL Systems**

- Develops comprehensive MEL frameworks in cooperation with designated SFPL units (Excellence Team, Compliance):
  - To develop project MEL Plan and other MEL-related artefacts (if needed);
  - To elaborate monitoring & evaluation tools (both quantitative and qualitative) to be used in the project lifecycle;
  - To verify log Frame indicators to measure project outcomes and outputs;
  - To define ethical data collection methodologies, including surveys, interviews, focus groups, and participatory approaches, emphasizing informed consent, confidentiality and data protection in line with legal standards.

**In the field of validating and/or defining all the baselines and final targets in logframe:**

- Monitors and ensures quality of data management:
  - To validate baselines and final targets of the logframe and define them whenever missing to track progress against project targets and milestones;
  - To encode and track progress of the project in the OPSYS system;
  - To oversee and advise on the collection, processing, and analysis of monitoring data within team and by local partners;
  - To ensure timely and accurate reporting of project activities, outputs, and outcomes. Assist the project manager in reviewing, updating and reporting the indicators in the OPSYS system, including baseline and target values verification and/or identification.

**In the field of monitoring the activities and results chain's progress:**

- Establishes clear channels of communication and data exchange protocols with partner organization to ensure timely and accurate collection of project data, including determining the specific data needs, formats and timelines that align with the EU's reporting requirements;
- Builds the capacity of project staff, partners in MEL concepts, tools, and methodologies;
- Provides training and technical assistance on data collection, analysis, and reporting to ensure data quality and integrity;
- Assists the project manager in preparing regular progress reports, quarterly and annual reviews, and ad-hoc reports as required by donors' specifications and project stakeholders' interests;
- Communicates Monitoring, Evaluation, and Learning (MEL) findings, insights, and recommendations effectively through written reports, presentations, and workshops, ensuring project visibility and accountability.

### **In the field of monitoring the work of CSOs awarded with grants:**

- Conducts periodic evaluations and supports procurement of impact assessment (if needed) to assess the effectiveness, efficiency, relevance, and sustainability of project activities led by local partners;
  - Supports in reporting;
  - Promotes a culture of learning within the project team and partners by facilitating lessons learned dissemination and knowledge-sharing sessions.
- Performs other tasks as required.

### **Minimum eligibility qualifications:**

- Bachelor's or Master's degree in Monitoring and Evaluation, Statistics, Social Sciences, Development Studies, or a related field.
- Minimum of 3 years of relevant experience in monitoring, evaluation, and learning, preferably in the context of international development projects, with a strong emphasis on digital inclusion initiatives.
- Experience in designing and implementing MEL frameworks, tools, and systems.
- Experience of reporting in OPSYS would be considered an asset.
- Understanding of project management principles to oversee MEL activities within the project lifecycle, ensuring alignment with project objectives.
- Strong analytical skills with proficiency in quantitative and qualitative data analysis and visualization software (e.g., Excel, POWER BI, SPSS).
- Fluency in English and Georgian (both written and spoken) is required.

### **Competencies:**

- Eye for detail;
- Proven ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment;
- Excellent communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders;
- Willingness to work for and grow within an international non-profit organization;
- Respect towards others.

### **What do we offer?**

- ✓ Stable employment.
- ✓ Career growth within the organization's structures.
- ✓ Ability to gain experience in the international settings.
- ✓ A motivated and supportive team of local and international colleagues driven to make a difference in Georgia.
- ✓ Comfortable working conditions and monthly paycheck of 3330 GEL GROSS.

Interested candidates are requested to send CV (max. 2 A4 pages) and a brief (no more than 1000 words) cover letter in English no later than 17 March 2024 via e-mail to: [georgiarep@solidarityfund.pl](mailto:georgiarep@solidarityfund.pl) with reference number "Vacancy notice ref no. 2024/02 (GEO)". We reserve the right to complete the recruitment process earlier.

**Interested? Send your CV and cover Letter no later than 17 March 2024 as instructed above.**

Solidarity Fund PL will contact only short-listed candidates. Solidarity Fund PL does not return submitted documents.

### ***Personal data protection in the recruitment process***

We process your data for recruitment purposes only. Your application documents ought to include data required by labour law. Without sharing the abovementioned data, we will not be able to conduct the recruitment process and consider your application.

Sharing any additional data is voluntary and will be processed based on your consent, expressed directly by sending application documents to us.

We process your data provided in connection with the recruitment process:

- for the purposes of the recruitment process, to comply with legal obligations regarding employees recruitment process,
- based on your consent, if you voluntarily share additional data not required by any applicable law,
- if you grant your consent, for the purpose of using them in the future recruitment processes,
- to verify your qualifications and skills, which is our legitimate interest,
- to assert claims of defend against claims, which is our legitimate interest.

After submitting your application, your personal data will be processed for the period necessary to conduct the recruitment process, but in no event no longer than for the period of 12 months or until you revoke your consent. After an open role is filled to avoid any disagreement between you and us, we will store your data for the purpose of securing any claims until the limitation period expires.

If you submit your application to participate in the future recruitment processes, we will process your data until you revoke your consent, but no longer than for the period of 6 months.

As we are the branch of the Solidarity Fund PL with the headquarters in Poland, the data may be transferred to Poland (but only for the purposes of the recruitment process you are applying to).

The data may also be made available to our providers of external services e.g., IT services, legal and accounting services, companies that support us during the recruitment processes.

In any case we will ensure an adequate level of protection of personal data required by law.

You have the right to demand from us access to your data, rectification, deletion or limitation of processing, the right to object to the processing, the right to transfer data, as well as the right to withdraw your consent at any time. Withdrawal of consent does not affect the legality of the processing, which was made based on your consent before its withdrawal.

You have the right to file a complaint to the relevant authority established by the law or to the relevant court – if you consider that the processing of your data violates the legal provisions.

We inform you that we will not take automated decisions for you at any point of the recruitment process, including decisions resulting from profiling.