

Terms of Reference – Monitoring, Evaluation and Learning (MEL) officer (ICE/USAID)

The Moroccan Institute for Policy Analysis (MIPA) is seeking candidates for the position of **MEL Officer**, which will be recruited in the framework of the Project “Open University for Citizenship Education – Learn to Act”, financed by the United States Agency for International Development (USAID).

The candidate will integrate MIPA’s team, working mainly on the implementation of the Project while cooperating for the strategic development of the Institute. These Terms of Reference (ToR) specify the background of the process, as well as the scope of the mission of the candidate.

Summary

Location: Rabat, Morocco (transfers for missions within Morocco are possible)	Duration: 12-month contract, with possibility of extension until completion of the Project pending good performance
Salary: Competitive based on Experience	Level of Effort: Full time
Starting date : May 1st, 2022	Publication date : March 31 st , 2022

Background

MIPA is a non-profit independent research institution based in Rabat, Morocco. Founded by a group of transdisciplinary researchers, MIPA’s mission is to produce systematic and in-depth analysis of relevant policy issues that lead to new and innovative ideas for solving some of the most pressing issues relating to democracy.

The Project “Open University for Citizenship Education” aims at empowering politically marginalized populations in order to increase their awareness and engagement on political issues, thereby achieve more direct democracy. A diverse network of partners will engage in the training, production of innovative tools, and mentoring of advocacy initiatives of Moroccan citizens. These actions will target especially youth, women and persons with disabilities (PWDs) as these populations are systematically excluded from political life and face considerable challenges when engaging in politics.

Positions' objectives

The **MEL Officer** is expected to promote internal learning for activities that help improve performance. The MEL Officer is also the point of contact between all project partners and USAID for performance and evaluation reporting, and is therefore responsible for the collection, quality, and management of all monitoring and evaluation data.

The **MEL Officer** also works on strengthening the organizational structure of MIPA, in order to build its capacity and support it as an independent policy research institution capable of conducting distinguished policy research and managing funds for the implementation of development projects.

The **MEL Officer** will work in close collaboration with the president and the project manager. The work of the **MEL Officer** will be overseen by the MIPA's the project manager.

Duties¹

1) Monitoring, Learning and Evaluation (50%)

- Develop and implement the monitoring, learning and evaluation plan of the project and establish performance metrics.
- Follow up on the proceedings and decisions taken.
- Monitor the progress of the project and the implementation of the evaluation plan.
- Provide administrative support when needed, including assisting the program manager in the implementation of the activities
- Provide support in establishing a monitoring, learning and evaluation program to monitor MIPA's various projects

2) Support MIPA's capacity (50%)

- Support the Program Manager in the implementation of the project's activities.
- Support in the logistical preparation for the field activities and the events.
- Coordinate with the different stockholders of MIPA.
- Contribute to grant writing and fundraising.
- Provide support in drafting narrative and technical reports to donors.
- Provide administrative support when needed, including assisting the different projects and activities of MIPA.

Qualifications

- Essential
 - Bachelor's degree (or more) in a relevant discipline such as Public Administration, Public Policy Development, Program Management and Evaluation.
 - At least two years of experience if a similar position.
 - Excellent written and oral skills in English and Arabic.

¹ The percentages indicating the distribution of duties represent a preliminary indication of the required effort and do not necessarily represent the daily work within MIPA.

- Advanced knowledge of IT software (notably Excel and Word);
 - Ability to be a team player who works in a dynamic environment, as well as to take initiative and to respect deadlines.
- Desirable
 - Experience with donors, including international organizations, embassies and private institutions.

Type of contract

Interested applicants must have (or willing to have), or being legally eligible to obtain, the *statut d'auto-entrepreneur* at the moment of the application.

Application and recruitment procedure

This position is open to candidates living in Rabat and/or candidates willing to relocate to Rabat by the beginning of the contract. International candidates **must** have the legal right to work in Morocco by the time of the application.

To apply for this position, send your **CV** (max 2 pages) and a **Statement of Interest** (max 1 page) in one PDF file to contact@mipa.institute. Applications will be accepted until **April 15th, 2022 – 12.00 PM (Morocco time)**.

Only shortlisted applications will be called for the interview.

All questions regarding this position must be submitted to contact@mipa.institute (with m.masbah@mipa.institute and m.harmouch@mipa.institute in copy).