



**Terre des hommes**

Helping children worldwide.

## Monitoring, Evaluation, Research and Learning (MERL) Officer

Terre des hommes is looking for a proactive, energetic, and organized Monitoring, Evaluation, Research and Learning (MERL) Officer, to join its team in Bucharest. The MERL Officer collects, analyses, and reports data to help Terre des hommes assess and improve its projects' progress. While no specific experience in the MERL field is required, a MERL Officer usually has a strong background in data collection, analysis, and reporting, including developing, implementing, and analysing quantitative surveys or qualitative Focus Group Discussions, administering databases, creating reports, and producing research. MERL Officers must have a solid academic research background focused on analysing both qualitative and quantitative data.

**Start date** July 2024

**Contract** 1-year, full-time Employment Contract, with possibility of extension

**Comp&Ben** RON 6133 net, private health insurance, accident insurance

**Location** Bucharest, with occasional travels to rural communities

**Deadline for applications: 26<sup>th</sup> of June 2024**

### WHAT WE DO IN EUROPE AND ROMANIA

Terre des hommes (Tdh) is the leading Swiss child relief agency. Founded in 1960, we are committed to improving the lives of millions of the world's most vulnerable children. Through our innovative protection projects, we provide assistance to over four million children and their families in almost forty countries each year. In Europe, Tdh intervenes directly or indirectly in many countries, relying on teams based in Budapest, Albania, Greece, Kosovo, Romania, Moldova and Ukraine.

In Romania, children are affected by migration in different ways: some children migrate with their parents or are left at home, while others return or come here for the first time from conflict-ridden countries. Together with our partners, we make sure that Roma migrant students are integrated into the educational system of their host countries. To facilitate the integration of refugee children in Romania, we get them involved in educational, social and sports activities and connect them with the young people here.

### ROLE DESCRIPTION

Tdh is looking for an **experienced MERL Officer** to conduct and support the delivery of all monitoring, evaluation, research and learning activities, including managing the collection, quality assurance, analysis and presentation of data related to beneficiary needs as well as activity outputs and outcomes. Under the supervision of the Quality & Accountability Coordinator, the MERL Officer will be working on multiple projects.

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## MAIN RESPONSIBILITIES

As part of monitoring and evaluation team, the MERL Officer will:

- Oversee and manage high-quality data collection, analysis, and syntheses;
- Develop (baseline) data collection tools and monitoring methodologies;
- Develop monitoring plans in line with donors and organisational request;
- Guides field staff to collect data (against project indicators) and collects data;
- Analyses data gathered for reporting, organisational learning, new project proposal writing;
- Coordinates internal and external evaluation activities on projects;
- Supports the team in developing donors reports and internal monthly and annual reports;
- Builds capacity of colleagues in monitoring, evaluating, reporting and capitalizing & learning;
- Documents and maintains M&E database;

## YOUR PROFILE

- University degree from an accredited educational institution in Social Science / Statistics / Development Studies / Social Work or related field;
- Theoretical and practical experience with formulating and applying M&E tools;
- Experience in coordinating and supporting monitoring and evaluation processes;
- Experience in data collection tools creation and application (surveys, interviews, focus groups, etc.);
- Excellent writing skills and ability to learn, apply and comply with donor and reporting requirements;
- Previous experience in measuring (evidence-based) outcomes and/or evaluating programmes is a strong asset;
- Experience in NGO work, in the field of child rights, knowledge of migration, juvenile justice and social inclusion programs is a strong asset;
- High computer literacy with a full knowledge of Microsoft Office applications and ability working with mobile data collection programs; good knowledge of Excel or other data analysis and data visualization programs;
- Ability to travel to rural communities;
- Preferably to have a driving licence.

## TO APPLY:

Qualified applicants are encouraged to submit their CV and motivation letter in English to [vacancy@tdh.ro](mailto:vacancy@tdh.ro)

Please include "MERL Officer", your name and surname" in the subject line of the application email.

### Child Safeguarding Policy:

To commit to respect Tdh Risk Management Policies including: Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy.

### GDPR compliance:

By sending your application, you agree that your personal data will be used in the recruitment process. All the documents we will request in different steps of the recruitment process will only be used for this purpose.

All staff involved in recruitment and selection are aware that data protection rules apply and that personal information will be treated confidentially. According to our policy, we will keep your application documents for the period of the recruitment only.

*Due to an anticipated high number of applications, Tdh is not in a position to respond to every applicant individually. Please note that only short-listed candidates will be contacted for the first interview.*

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