

## **Job Description**

*IDEAL M&E Specialist*

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**TANGO INTERNATIONAL**

# **Implementer-led Design, Evidence, Analysis and Learning (IDEAL) Program**

**1 OCTOBER 2021**

## **POSITION TITLE: IDEAL RESEARCH ASSOCIATE & M&E SPECIALIST**

### **Job Description:**

TANGO is seeking an M&E Specialist to provide support to the five-year USAID FFP grant funded Implementer-led Design, Evidence, Analysis and Learning (IDEAL) program. [The IDEAL program](#) is a global Leader with Associates (LWA) agreement from USAID's Bureau for Humanitarian Assistance, led by Save the Children.

The M&E Specialist will reside on the TANGO IDEAL team in Washington, D.C., along with the IDEAL Monitoring, Evaluation, and Research (MER) Advisor and IDEAL Senior M&E Specialist [a remote posting will be considered]. The M&E Specialist will be responsible, in close coordination with the IDEAL MER Advisor and Senior M&E Specialist, to coordinate and work closely with IDEAL stakeholders, specifically BHA implementing partners.

In addition to external M&E support and communications, this role will require record keeping, data collection, and reporting. The M&E Specialist will contribute to the preparation for, and participate in, MER related meetings, workshops, trainings, and consultations. This will require drafting pre- and post-documentation and reports to ensure effective knowledge transfer across BHA MER stakeholders. The position also will require logistical coordination, note-taking, and official communication packaging (drafting, proof-reading, and formatting) of IDEAL MER products.

### **Responsibilities:**

- Supporting IDEAL MER Advisor and Senior M&E Specialist in any internal IDEAL M&E related data collection, analysis, and/or reporting. This will involve data collection tool design, data storage management (likely Excel or Access), and reporting using FFP reporting templates *and* short briefs and/or dashboards for effective program adaptive management by IDEAL Leadership;
- Attend workshops and meetings to represent the TANGO IDEAL MER team, effectively communicating IDEAL MER goals, strategies, and activities to stakeholder audiences. Maintaining accurate records of meetings and workshops;
- Coordinate or contribute to the preparation of contract deliverables, including writing, synthesizing, editing, and formatting IDEAL MER documents for broader distribution;
- Prepare logistical requirements for trainings, workshops, and meetings (both domestic and overseas), including online platforms. Provide support during trainings, workshops, and meetings (both domestic and overseas). Undertake training, workshop, and meeting follow-up communication(s);
- Complete proof-reading, technical editing, and formatting of reports and IDEAL MER products;
- Up to 25% travel may be required;
- Other duties as assigned.

### **Accountability:**

This position reports directly to the IDEAL MER Advisor and the President of TANGO International. She/he will work directly with all IDEAL staff (across the four consortia) and with other staff of TANGO International.

### **Qualifications:**

The model candidate is intellectually curious, proactive, a self-starter, and works independently. The candidate should work well with colleagues and partners (internal and external) and demonstrate a strong sense of collegiality. The candidate should have the maturity to seek advice when needed, the

confidence to make decisions when needed – and experience to know the appropriate time for each. TANGO looks for persons who communicate in a clear and concise manner and adapts their communication for audiences in formal and informal settings. The candidate must have experience and knowledge working with USAID BHA (Previously Food for Peace or OFDA) grantees. TANGO is a small organization, and no task is too small for any TANGO staff member, from junior staff through to TANGO partners. All TANGO team members have a ‘make it work’ mentality, to accomplish goals and ensure high quality technical assistance and research.

**Qualifications:**

- Bachelor's degree required, Master's degree preferred, in social science(s)
- 3-5 years' experience in international development or emergency assistance
- Experience working with M&E systems is strongly preferred
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external clients
- Excellent computer proficiency (specifically MS Office and sharing platforms such as Dropbox, Google Suite, and Microsoft Sharepoint)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude, and a sense of humor
- A team member who also can work independently and carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices and quality

**Application Instructions:**

Email a cover letter, CV, and a writing sample to [Lloyd@tangointernational.com](mailto:Lloyd@tangointernational.com) and [Ldeeren@tangointernational.com](mailto:Ldeeren@tangointernational.com)

**About TANGO International:**

TANGO (Technical Assistance to Non-Governmental Organizations) International provides short- and long-term institutional and technical support to organizations engaged in efforts to alleviate hunger and poverty among vulnerable populations throughout the world. Established in 2000, our clients include United Nations agencies, bilateral organizations, research institutions, national governments and non-governmental organizations (NGOs) in Asia, Africa, the Middle East, Latin America, and the Caribbean. TANGO works in both urban and rural settings in a range of humanitarian and development contexts including protracted crisis, post-disaster, post-conflict, and refugee and internally displaced persons (IDP) settings. Since its inception, TANGO has successfully implemented over 1,400 assignments with over 75 partners in 60 countries.