

## **POSITION TITLE: IDEAL MONITORING & EVALUATION (M&E) CAPACITY STRENGTHENING SPECIALIST**

### **Job Description:**

TANGO International is seeking a M&E Capacity Strengthening Specialist to provide support to the USAID Bureau for Humanitarian Assistance (BHA) grant-funded Implementer-led Design, Evidence, Analysis and Learning (IDEAL) activity. [The IDEAL activity](#) works to support the United States Government's goal of improving food and nutrition security among the world's most vulnerable households and communities. IDEAL addresses knowledge and capacity gaps expressed by the food and nutrition security implementing community, supporting them in the design and implementation of effective emergency and non-emergency food security activities. TANGO is a sub-contractor with the IDEAL activity.

The M&E Capacity Strengthening Specialist will be responsible, in close coordination with other members of the IDEAL M&E Team, to coordinate and work closely with IDEAL stakeholders, specifically BHA implementing partners, on the design and implementation of workshops related to monitoring and evaluation, as well as the sharing of knowledge on M&E technical issues among field-based implementers. This role will also support and lead the IDEAL M&E Peer Community focused on M&E in humanitarian contexts and will administer scholarships to field-based implementers to attend quarterly J-PAL training courses on evaluating social programs.

This role will require excellent project management experience, experience with the design and implementation of training workshops, and significant experience with the monitoring and evaluation of NGO activities in the developing world. The position will also support the preparation of M&E Team meetings and other workshops, trainings, and consultations. It will also require logistical coordination, note-taking, and official communication packaging (drafting, proof-reading, and formatting) of IDEAL information.

### **Responsibilities:**

- Organize M&E workshops for BHA Resilience Food Security Activities (RFSAs), including conducting interviews with workshop participants to identify priorities, designing sessions, coordinating with presenters, and managing the timeline to produce high-quality technical workshops;
- Collaborate with IDEAL's M&E team to prepare for IDEAL's annual Humanitarian-Development-Peace Coherence multi-day knowledge-sharing event, including identifying M&E sessions, designing sessions, and coordinating with presenters and panelists for each session;
- Provide facilitation and support during training, workshops, and meetings and manage follow-up communication with participants;
- Manage IDEAL's peer community focused on M&E in humanitarian contexts including identifying topics of interest, designing quarterly webinars, and collaborating with presenters;
- Manage IDEAL's scholarship for J-PAL's Evaluating Social Programs course, including finalizing the application, collaborating with IDEAL's Communications team to disseminate the application, reviewing applications, and coordinating with J-PAL counterparts;
- Other duties as assigned;

- Up to 25% travel may be required.

**Accountability:**

This position reports directly to the IDEAL MER Advisor. She/he/they will work directly with all IDEAL staff (across the IDEAL prime and subcontractors).

**Qualifications:**

The ideal candidate is proactive, a self-starter, and works well 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 adapt their communication for audiences in formal and informal settings.

The candidate should ideally have experience and knowledge working with USAID BHA (Previously Food for Peace or OFDA) and USAID-funded NGOs, and there is a strong preference for an individual with experience working in M&E. 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;
- Excellent project management skills, demonstrated ability to hit deadlines and make sure others hit their deadlines on multiple, simultaneous activities;
- 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;
- The ability to work independently and carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices and quality;
- French proficiency is a plus.

**Duration of Assignment:**

This position will be contracted through end-July 2024.

**Application Instructions:**

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