



Social Accountability International (SAI) – Human Rights @ Work
Position: Monitoring and Evaluation (M&E Officer) (Contract position, 4 years)
Location: Ecuador
Language: Bilingual English and Spanish fluency required

Social Accountability International (SAI) is a non-profit organization advancing labor standards and working conditions around the world. We envision a world where workers, businesses, and communities thrive together. SAI is a leader in policy and implementation – developing social standards, guidance and tools, facilitating learning and capacity building, and convening partnerships to drive dialog and consensus-based solutions. Find out more on our website www.sa-intl.org.

Job Description: SAI is applying for a **US Department of Labor (USDOL)** funded grant project to improve adherence to international labor standards in the agricultural sector in Ecuador, particularly in the banana and cut flower supply chains. The project is expected to run for 4 years starting at the end of 2023 or beginning of 2024. Find out more about the project objectives at <https://www.grants.gov/web/grants/view-opportunity.html?oppld=348617>

Conditional on the project being selected and funded by the USDOL, the **Monitoring and Evaluation (M&E) Officer** will be hired to design, build, and implement a robust monitoring and evaluation program.

The role of the **Monitoring and Evaluation (M&E) Officer** throughout the course of the project, will include, but not be limited to:

- Design and manage development of the Comprehensive Monitoring and Evaluation Plan (CMEP), to include:
 - Assessments of beneficiary needs
 - Indicator development across project and geographic locations, including incorporation of the organizational core indicators
 - Routine monitoring of the various program activities
 - Evaluations of the effectiveness of program interventions
 - Accountability feedback mechanisms to ensure responsiveness to needs and clients
 - Review the performance indicators and reports produced by different stakeholders and suggest necessary changes
 - Ensure that the established guidelines on project M&E for different project components are respected
 - Data collection, including digital data collection where feasible
- Collaborate with external M&E experts to develop CMEP tool;
- Manage external consultants carrying out on-the-ground baseline and follow-up survey data collection.
- Lead process of establishing baseline values for USDOL standards and project specific-indicators.
- Development of project-specific child labor/forced labor definitions.
- Collaboration with ILAB on required performance evaluations and/or other learning/accountability activities.
- Ensuring adequate M&E staffing capacity to support monitoring activities through the project's period of performance.
- Working with USDOL post award to develop appropriate indicators and a plan for assessing the effectiveness and sustainability of key components (or activities) of the project.
- Monitor and report on the performance of the programs in the region and suggest measures to improve the monitoring system.
- Assist in improving communication and information sharing between different stakeholders
- Assist the Project Director in preparing periodic reports on the activities, schedule, and financial status of all project components in a standard reporting format as required.
- Coordinate with communities, service providers, and local governments in the region to ensure a long-term approach to participatory M&E process.

- Support development of tools and systems that ensure recommendations/lessons learned from previous grants flow back into project design of new grants.
- Support project/program staff to properly document, organize and capture program progress and create a tools library to increase institutional learning and disseminate lessons learned.
- Other relevant responsibilities as they arise.

Experience/Qualifications

- Minimum of five years of professional experience in a senior M&E position responsible for implementing M&E activities of international development projects.
- Proven success in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- Experience designing and managing beneficiary monitoring and database systems.
- Bachelor's or Master's degree in statistics, demographics, public policy, international development, economics, or related field. Master's degree or Bachelor's plus an advanced certificate in M&E, statistics, or economics preferred.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and/or performance monitoring plans.
- Knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed method, and impact) and data collection and analysis methodologies.
- Experience developing and refining data collection tools.
- Experience managing and providing ongoing training to M&E field officers.
- Experience with data quality assessments and oversight.
- Ability to facilitate and serve as project liaison for externally-managed evaluations.
- Fluency in English and Spanish is required. Fluency includes speaking, listening, reading, and writing.
- Must be directly hired by the recipient, not a sub-recipient.
- Must devote a minimum of 90 percent level of effort to the project.

To apply, please send resume and cover letter to recruits@sa-intl.org. All applicants MUST include job title "SAI Monitoring & Evaluation (M&E) Officer – Ecuador" in the subject line of their email submission.

The position is based in Ecuador. Compensation commensurate with experience and appropriate for a charitable organization of SAI's size. SAI is an Equal Opportunity Employer.