MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING (MEAL) COORDINATOR WITH
MEKONG WATER GOVERNANCE PROGRAM

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

SHAPING A STRONGER OXFAM FOR PEOPLE LIVING IN POVERTY.

Position	Monitoring, Evaluation, Accountability, and Learning (MEAL) Coordinator
Reporting to	Mekong Inclusion Project 2 Manager
Location	Based in Phnom Penh, Cambodia or in an agreed Mekong country
Contract Type	1 year, with possible extension
Category	C2 National in line with National Staff Term and Condition
Start Date	As soon as possible

CONTEXT

Oxfam is an international confederation of 19 organizations networked together in 97 countries. As part of a global movement for change, we are working together to end world poverty and injustice. We work with thousands of partners in countries around the world and employ staff in a wide variety of posts. We work directly with communities and we seek to influence the powerful to enable the most marginalized to improve their lives and livelihoods and have a say in decisions that affect them.

Working at Oxfam is so much more than just a job. As an Oxfam employee, consultant, or volunteer, you will join a team of dedicated and passionate professionals working to save lives, help people overcome poverty, and fight for social justice.

THE MEKONG REGIONAL WATER GOVERNANCE PROGRAM

Oxfam has been implementing the Mekong Regional Water Governance Program in the Mekong region over the last decades. The governance of water resources is of critical importance to the future of the Greater Mekong region, which covers Cambodia, Thailand, Lao PDR, Vietnam, Myanmar and China (Yunnan Province). Decisions over how the water resoruces are developed, managed and shared will influence whether growth will be inclusive and equitable, or will further marginalise millions of people.
Oxfam's Asia Water Governance Program has multiple projects that contribute to sustainable development of water resources in key river basins, in South Asia, Mekong and the Salween basins. The Mekong Water Governance Program aims to have more inclusive, equitable water governance that reduces the impact of climate change and increases social accountability to citizens in the Greater Mekong Basin. The program envisions that communities living along the Mekong and Salween River basins are able to realise their rights to sustainable livelihoods.

The Mekong Inclusion Project (IP-1), which was funded by the Australian Department of Foreign Affairs and Trade (DFAT) implemented between 2014-2020 with over AUD 9 million

investment. The project has been implemented across five countries in the Lower Mekong and Salween River basins. Building on the achievements gained through the IP-1 project, the Mekong Water Governance Program is well-positioned to deliver the second phase of the Inclusion Project (2020-2024) to bring more sustainable livelihoods to riparian communities through access to river resourcs and the enviromental services they provide. The Inclusion Project 2, with a total DFAT investment of AUD $5.4 million, is jointly delivered by Oxfam and International Rivers. The project has three key domains of change:

1. **Social inclusion, Gender equality and women's leadership**
2. **Civil society engagement and networking**
3. **Government and the Private Sector**

The program aims for regional impact at country, regional and institutional levels. It is managed by the Mekong Project Management Unit (PMU). This work seeks to influence changes at the community and civil society level, as well as changes in policies and practices at the national and trans-boundary level regarding water resource governance and sustainable energy.

JOB PURPOSE

The position is responsible for coordinating and leading on Monitoring, Evaluation, Accountability and Learning (MEAL) function for the Mekong Regional Water Governance Program and the Inclusion Project 2 in particular. The post holder will ensure MEAL is compliant with the Oxfam's Common Approach to MEL and Social Accountability (CAMSA) and back donor (DFAT) performance standards. S/he will work closely with the regional program MEAL/Knowledge Management postholders to strengthen regional programs are delivered with high quality, identify synergies and maximise efficiencies.

The MEAL Coordinator will be part of the Mekong Project Management Unit (PMU) and a core team member of the IP2 consortia project team comprised Oxfam and IR. S/he will work closely with members of the regional PMU, IR and national coordinators to establish and advise on processes to collect and analyse project and program data; to monitor and record activities and evidence of outcomes in the three domain of change of the Inclusion Project phase 2 (including outcomes in Inclusion, gender equality and women's leadership; civil society capacity and networking; the practices and policy of targeted actors in government and the private sector). Based on this monitoring, the MEAL coordinator will propose, coordinate, and write relevant case studies and analyse reports to document project outcomes.

The position will work closely with the Communications team and other project staff to ensure that clear messaging and evidence of project results are demonstrated in a range of communication outputs consistent with the Communications Strategy and MEAL framework for the IP2 project. S/he will work closely with the Inclusion Project Manager and the Regional Manager to ensure quality reporting.

CORE RESPONSIBILITIES
Technical leadership

- Provide leadership within the Mekong Regional Water Governance Program to ensure program quality, monitoring and evaluation, accountability and learning in the program implementation.
- Ensure the IP2 Monitoring, Evaluation, Accountability and Learning (M&E) framework build upon the MEAL framework and key learning from IP1 and adhere to Oxfam's CAMSA
- Lead on the operationalization and implementation of MEAL framework; conduct periodic revision of the M&E framework and ensure the framework is effective and relevant to context at each level (national and regional) and compliant with DFAT and Oxfam standards and guidelines.

- Undertake and provide MEAL capacity building, technical support and training to the program team at regional and country level, as program partners.
- Coordinate between regional and country level M&E frameworks to ensure coherence.
- Provide leadership in managing all aspects of the project information management for accurate and accessible filing and record-keeping of all data collected in the projects
- Work collaboratively with and support the technical consultants on the Inclusion Project MEAL framework update and project baseline.

Program Quality
- Work closely with the project team and partners to ensure that all M&E activities adopt a capacity strengthening approach that balances capacity development for partners and staff and delivery of project outputs, outcomes and impact.
- Ensure scientific and statistically valid use of a range of qualitative and quantitative data collection tools and methodologies to measure the project and program outputs, outcomes and impact and provide leadership in managing all aspects of the project information management for accurate and accessible filing and record-keeping of all data collected in the projects
- Provide advice to project management staff on the analysis of data and effective integration of monitoring activities into project activity plans and field management work ensuring that all project staff contribute to and assist in implementing the M&E activities.
- Make monitoring and support visits to the project sites and work with the project team to analyze the project progress against the milestones and provide support to the project teams, partners and stakeholders in effectively meeting the requirements of the M&E framework.
- Ensure that project MEAL links to and informs communications in the project; aligning MEAL and communications visits and information gathering and, where possible, produce case studies and blogs for the program communications based on field visits and contributing to the MRWGP and Inclusion Project Communications Strategy
- Ensure that program and project MEAL data, indicators incorporate gender equality, social and disability inclusion during the development, implementation, assessment and evaluation of the project.
- Work closely with the Consortia project team, Program Manager and technical advisors to strengthen the process and analysis of data to develop program learning materials including case studies, contextual analysis, evaluations and policy briefs

Learning
- Coordinate the learning activities and processes within the program; supporting national events and coordinating regional and project wide events.
- Identify, plan and implement learning and review events for other program functions (training, policy dialogues) as part of the M&E frameworks.
- Support and identify communication strategies to disseminate program learning to staff, partners and other stakeholders.
- Coordinate with Regional Program MEL (TROSA, FFA, GRASIA, EI) to leverage learning and identify opportunities for alignment towards an Asia Regional Program quality programming.

Business Services
- Advise on project budget development to ensure adequate resourcing for M&E and learning activities and manage the respective budgets.
- Identify and manage the procurement of consultancies for baselines, training, research and evaluations
- Lead on the regular reviews of the MRWGP and Inclusion Project 2 and contribute to external reviews by DFAT and/or other funders and play a key role in designing the scaling up/exiting/plan for in the program.

- Manage and ensure the integration and compliance of Oxfam's policies and relevant sector codes of good practice.

Management
- Accountable for the MEAL aspects of the projects; including providing oversight to national level MEAL processes and events
- Accountable to the Inclusion Project Manager
- Mitigate against risks and report incidents to supervisor.

Representation and Relationships
- Determine, in collaboration with key staff in IP2 consortia project team at regional and national level, partners and stakeholders, the content and systems to manage and share knowledge to internal and external audience
- Liaise with and communicate with government officials and DFAT project team
- Attend relevant Oxfam and external meetings and provide technical backstop support to the senior management on an as needs basis
- Build networks and collaborate with local and international organizations working in the same scope of work.

PROFESSIONAL ATTRIBUTES
- Ability to work both independently and as a member of a team and set own work-plan, meet deadlines and balance competing priorities.
- Ability to balance capacity strengthening and delivery, to coach and mentor staff.
- Ability to communicate project learning and evidence base to diverse stakeholder group
- Ability to translate complex issues into simple messages able to be understood by a range of individuals.
- Ability to work to deadlines with colleagues and manage both upward and downward accountability.
- Ability to network and represent Oxfam and the IP2 Consortia project to a wide range of internal and external stakeholders
- Ability to achieve results by working alongside the team and inspiring them to deliver high quality program standard
- Capacity to work under pressure, recognize and manage personal stress
- An understanding of and commitment to Oxfam's values and to promoting gender equality, social and disability inclusion in programming
- Ability to spend significant periods of time in the field.
- Ability to balance organizational and program needs and priorities.

SKILLS AND EXPERIENCE:
- Degree in Social Science, Development Studies, Environment or relevant disciplines
- At least 7 years relevant experience working in regional program, or within INGOs on technical MEL positions, preferably in comparable organisation and program contexts.
- Experience in developing and operationalize the MEAL Framework for regional program on water governance (preferred) or related sectors.
- Experience in promoting gender equality, social inclusion in the development and implementation of project MEAL.
- Demonstrated knowledge on baseline, review, evaluation and impact assessment methodologies and how to translate these into practical tools and processes.
- Research skills required in data collection and analysis, learning through a variety of channels for specific topics; an understanding of qualitative and quantitative data gathering methodologies; and development and maintaining databases

- Strong influencing, negotiating and networking skills, conceptual and analytical skills and experience in promoting evidence-based programming.
- Team player but able to work independently and with self-motivation
- Proven analytical and decision making skills in a challenging context.
- Excellent communication skills both in written and verbal with strong proven skills in English language.
- Experience working in environments with political sensitivities
- Relevant computer skills, which include experience in using project management software tools, PowerPoint, Word and Excel and other quantitative and qualitative data analysis software

ALL STAFF ATTRIBUTES

- Problem Solving: Uses clear and innovative thinking to solve problems and ensures supervisors are made aware of any risks.
- Continuous Learning: Demonstrates a commitment to own professional development by actively participating in continuous learning.
- Self-Awareness: Is aware of own strengths and development needs and seeks to improve style, skills and performance including cultural and gender sensitivities.
- Adaptability: Adjusts approach and thinking to work effectively in a variety of situations and with different people.

ORGANIZATIONAL VALUES AND ORGANIZATIONAL CULTURE

- Accountability – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions.
- Empowerment – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen.
- Inclusiveness – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences.
- Organizational culture of Cambodia is feedback, can do attitude and walk the talk. Staff should adhere to these organizational cultural values to collaborate and contribute to the wellbeing of the organization.

KEY BEHAVIORAL COMPETENCIES (BASED ON OXFAM'S LEADERSHIP MODEL)

Competencies	Description
Decisiveness	We are comfortable to make transparent decisions and to adapt decision-making modes to the context and needs.
Influencing	We can engage with diverse stakeholders in a way that leads to increased impact for the organization. We spot opportunities to influence effectively and where there are no opportunities we can create them in a respectful and impactful manner.
Humility	We put 'we' before 'me' and place an emphasis on the power of the collective, nurture the team and play to the strengths of everyone. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization.
Relationship Building	We understand the importance of building relationships within and outside the organization. We can engage with traditional and non-

	traditional stakeholders in ways that lead to increased impact for the organization.
Mutual Accountability	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.
Agility, Complexity, and Ambiguity	We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with many elements interacting in diverse and unpredictable ways.
Systems Thinking	We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organizational decisions and actions.
Strategic Thinking and Judgment	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
Vision Setting	We can identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders.
Self-Awareness	We can develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes.
Enabling	We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.

TRAVEL
Extensive travel within the Mekong region and occasional travel outside the region.

APPLICATIONS
For those who are interested in this post, please submit your applications to Oxfam recruitment website at: https://career2.successfactors.eu/career?company=OxfamNovibP by March 16, 2021 at 23:59 ICT.

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED