POST TITLE:

Regional Programme Quality, Monitoring Evaluation and Learning Lead - Ukraine Response
**Role Overview**

The purpose of the role is to coordinate the development and implementation of the ActionAid Ukraine Emergency Response Programme Quality & Monitoring, Evaluation, Accountability and Learning (MEAL) systems and processes to meet internal and external requirements.

The Regional PQMEAL will support partners to design the Programme Quality & MEAL system in alignment with ActionAid’s Humanitarian Signature, Human Rights Based Approach (HRBA) and MEAL approaches as well as applicable external humanitarian standards such as the Core Humanitarian Standard (CHS).

The role supports the development and roll out of the Programme Quality & MEAL system (material, tools, processes etc.) for ActionAid’s humanitarian and resilience work for the Ukraine response.

Provides technical support in the areas of Programme Quality and MEAL on the full programme and project cycle in humanitarian and resilience projects and programmes, working closely with implementing partners.

Coordinates and co-facilitates the knowledge management processes for the humanitarian and resilience priorities. Ensures the right strategies are in place to generate, store, document, disseminate and share knowledge related to humanitarian and resilience programmes for peer and organisational learning.

The role reports to the Regional Senior Emergency Manager (RSEM) with a matrix management line to the ActionAid UK Senior Programme Quality and Assurance Specialist – Ukraine. The also works closely with ActionAid’s Global PQMEAL Coordinator in the International Humanitarian and Resilience Team (IHART) and line manages country based PQ MEAL staff.

**Main Activities**

*Development and roll out of the Monitoring, Evaluation, Accountability and Learning (MEAL) system (material, tools, processes etc.) for ActionAid’s Ukraine Emergency Response programme*

- Develops the Programme Quality & MEAL frameworks for the Ukraine Emergency Response programme to monitor results and adapt strategies, as necessary.
- Designs, maintains, and administers MEAL databases per project /programme area and produces regular consolidated reporting updates.
- Support to partners maintenance of their databases for programme updates.
• Compiles observations, data, lessons learned and findings from ActionAid and partner organisations and feeds this back internally to inform the overall response strategy.
• Works closely with partners to provide day to day technical Programme Quality & MEAL support as required in areas such as proposal development, project design, inception, monitoring and outcome measurement. Provides capacity strengthening support to partner and programme staff as needed on Programme Quality and MEAL processes and tools.
• Contributes to comprehensive logical framework developments and provides quantitative and qualitative data analysis for report writing for multiple donors and internal and external audiences.
• Responsible for facilitating processes and ensuring availability of evidence to test theories of change, monitor activities and indicators, track what changes and how change happens, generating evidence to demonstrate the amplification of ActionAid’s Humanitarian Signature and structural shifts in power in the Ukraine Emergency Response programme.
• Supports the use of documented evidence to improve programme/project strategies, showcasing impact internally and externally.
• Provides technical support with the design and implementation or any ActionAid commissioned response or project level reviews, evaluations, or impact assessments.

Maintains oversight for the quality of the work and accountability mechanisms
• Supports and guides partners and the ActionAid programme team on areas of quality and accountability, ensuring relevant staff understand and are confident using relevant Programme Quality concepts and tools.
• Works closely with partner organisations to ensure that accountability and community feedback mechanisms are implemented and utilised according to agreed principles and following the CHS and ActionAid’s minimum standards of accountability.
• Works closely with partner organisations to ensure information about the organisations, donors, project activities and timeframes etc. is being shared with communities in an accessible and inclusive way. Ensures good community engagement by ActionAid and partners throughout the full project cycle to inform activities and approaches.
• Attends monthly monitoring and other relevant meetings as required and produces and shares required reports.
• Engages with and represents ActionAid in the Accountability to Affected Populations (AAP) sector working group in the relevant countries and engages with any other coordination groups as relevant.
• Provides technical support in the areas of Programme Quality and MEAL on the full HRBA programme and project cycle in the Ukraine Emergency Response programme.
Team Management
• Provides line management to the response PQ MEAL officers.
• Assess staffing needs/requirements to provide information to the Regional Senior Emergency Manager to assess capacity needs.

 Others
• Implementation of the security protocol as per AA’s Security Policy and in coordination with the safety and security lead.
• Implementation of the SHEA and safeguarding policies of AA with support from SHEA & Safeguarding team of AA.

Location
▪ The selected person will perform his/her duties for the whole Regional Response (Ukraine, Poland, Hungary, Moldova and Romania).
▪ Base to determined.
▪ The selected person must make as many temporary transfers and trips as necessary within the response areas for the correct performance of their duties and tasks.

Requirements
Experience, skills and knowledge
▪ Masters (or equivalent experience) in development related social sciences with a strong programme development and management component or substantial experience leading, and doing programme design and implementation, evaluation, learning and knowledge management.
▪ Minimum 5 years of experience of designing and implementing human rights-based humanitarian and resilience programmes and projects.
▪ Excellent quantitative and qualitative monitoring and evaluation skills and familiarity with the range of approaches and methods currently being deployed in the humanitarian monitoring and evaluation sector, including strong analytical and conceptual skills.
▪ Excellent knowledge and understanding of a variety of MEAL tools and ability to develop tailored tools to different projects and contexts.
▪ Experience of working in complex environments and in international organisations that work closely with national and local NGOs/CSOs, providing support, developing the capacity, and ensuring quality control of humanitarian PQ & MEAL standards and principles.
▪ Experience in fast-paced and difficult emergency contexts and willingness to work under pressure in a demanding environment.
▪ Substantial experience in international humanitarian and resilience/rights in crisis programming, with international experience of providing technical MEAL support for the full programme cycle from end to end in different countries and regions across different types of crises (protracted, sudden onset, conflict etc.).
- Human Rights Based Approach (HRBA) programming and monitoring experience, including working with humanitarian national/local partners, networks and consortia-based programming.
- Experience of working with different donors (e.g., UN, FCDO, European Commission, DEC), including working on donor reporting and compliance requirements.
- Experience of humanitarian emergency work, and an understanding of key technical sectors, including Food Security and Livelihoods, Protection, Cash and Vouchers, Local Partnerships and Women and Young People’s Leadership and Rights in Emergencies.
- Experience of working with and commitment to humanitarian principles and minimum standards for crisis and disaster response, including the NGO/Red Cross Code of Conduct, Sphere Standards, Core Humanitarian Standard, ActionAid’s human security in emergencies and conflict strategy and approach, and security policy and procedures.
- Experience with designing, facilitating, and coordinating capacity development programs focused on developing communities of practice, using blended learning methods and digital platforms.

**Personal attributes**

- Systematic and organised in approach, with ability to work on his/her own initiative.
- Dynamic, participatory facilitation style with negotiating and influencing skills – without the power of direct line management.
- Proven ability to persuade and inspire through communication, as well as negotiate and influence change, with sensitivity.
- Able to work closely with others (often remotely) to meet tight deadlines and multiple priorities.
- A high level of computer competency (excel, word, email, internet).
- Willingness to travel as required.
- Demonstrated experience of working in insecure environments and strong understanding and adherence to ActionAid’s Safety and Security Policies.
- A strong commitment to AA’s vision, mission and values, especially the rights-based approach and the principles of equal opportunity as outlined in ActionAid’s Code of Conduct. A strong commitment to embedding feminist leadership and ActionAid’s humanitarian signature.
- A strong commitment to adhering to and promoting ActionAid’s approach to Sexual Harassment, Exploitation, and Abuse and other Safeguarding concerns (including child abuse and abuse of adults at-risk)
- Understanding of and commitment to women’s and young people’s rights and cultural sensitivity.
- A commitment to the importance of downward accountability to rights-holders and transparency in humanitarian response.
**Conditions**

✓ 12 months contract according to the organization salary scale and conditions (48,000 EUR/yearly + other benefits)
✓ Starting date: immediate
✓ Location: to be determined, Roving Poland, Romania, Hungary and/or Ukraine.

**How to apply**

Applications must be submitted by email to: rrhh@aporsolidaridad.org with reference “Regional PQMEAL Ukraine Response” in the email subject. CV and motivation letter to be included.

*ActionAid is committed to preventing any unwanted behaviour at work, sexual harassment, sexual exploitation and abuse, lack of integrity and/or financial malpractice; We expect all our staff and volunteers to share this commitment and our code of conduct, as well as other related policies. Only those who share our beliefs and code of conduct will be selected to work for us.*