



**Terre des hommes**  
Helping children worldwide.

## Monitoring, Evaluation, Accountability and Learning (MEAL) Officer for the emergency response to Ukraine refugee crisis

Terre des hommes is looking for a proactive, energetic, and organised Monitoring, Evaluation, Accountability and Learning Officer, to join its team in Bucharest, to support in the implementation of our projects.

- Start date** as soon as possible
- Contract** 1-year, full-time Employment Contract, with possibility of extension
- Comp&Ben** RON 5840 net, private health insurance, accident insurance
- Location** Bucharest, with travels to rural communities

**The recruitment is ongoing. The vacancy remains open until the position is filled.**

### WHAT WE DO IN EUROPE AND ROMANIA

Terre des hommes (Tdh) is the leading Swiss child relief agency. Founded in 1960, we are committed to improving the lives of millions of the world's most vulnerable children. Through our innovative protection and health projects, we provide assistance to over four million children and their families in almost forty countries each year. In Europe, Tdh intervenes directly or indirectly in many countries, relying on teams based in Budapest, Albania, Greece, Kosovo, Romania, Moldova and Ukraine.

To respond to the refugee crisis, Terre des hommes (Tdh) is deploying fixed and mobile teams to transit, reception and refugee centres in Bucharest to provide essential child protection, psychological support, information and referral services to children, youth, mothers, and other vulnerable people who have been displaced from Ukraine. Tdh will also deliver capacity-building services to local service providers and community and volunteer groups on child protection, safeguarding, trafficking risks and similar needs. In addition, Tdh is planning to distribute kits (hygiene kits, dignity kits etc.) based on necessities to address immediate and basic needs

### ROLE DESCRIPTION

Tdh is looking for an **experienced MEAL Officer** to conduct and support the delivery of all monitoring, evaluation, accountability and learning activities, including managing the collection, quality assurance, analysis and presentation of data related to beneficiary needs as well as activity outputs and outcomes. Under the supervision of the Q&A Coordinator, the MEAL Officer will be working on one or more specific, donor-funded projects, but may also be requested to input into complementary MEAL tasks depending on the evolution of the emergency and the changes in workload.

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## MAIN RESPONSIBILITIES

As part of monitoring and evaluation team, the MEAL Officer will join the team of Emergency Response for refugees, and will:

- Oversee and manage high-quality data collection, analysis, and syntheses;
- Develop (baseline) data collection tools and monitoring methodologies;
- Develop monitoring plans in line with donors and organisational request;
- Guides field staff to collect data (against project indicators) and understands monitoring tools
- Analyses data gathered for reporting, organisational learning, new project proposal writing;
- Coordinates internal and external evaluation activities on projects:
- Supports the team in developing donors reports and internal monthly and annual reports
- Builds capacity of colleagues in monitoring, evaluating, reporting and capitalizing & learning;
- Documents and maintains M&E database;

## YOUR PROFILE

- University degree from an accredited educational institution in Social Science / Statistics / Development Studies / Social Work or related field;
- Theoretical and practical experience with formulating and applying M&E tools for Emergency contexts
- Experience in coordinating and supporting monitoring and evaluation processes.
- Experience in data collection, interview, focus groups, etc.
- Excellent writing skills and ability to learn, apply and comply with donor and reporting requirements;
- Previous experience in measuring (evidence-based) outcomes and/or evaluating programmes;
- Experience in NGO work, in the field of child rights, knowledge of migration, juvenile justice and social inclusion programs is a strong asset;
- High computer literacy with a full knowledge of office applications and ability working with mobile data collection programs; advanced knowledge of Excel and data visualization program; Ability to travel to rural communities
- Preferably to have a driving licence

## TO APPLY:

Qualified applicants are encouraged to submit their CV and motivation in English to [vacancy@tdh.ro](mailto:vacancy@tdh.ro)

Please include "MEAL Officer", your name and surname" in the subject line of the application email.

### Child Safeguarding Policy:

To commit to respect Tdh Risk Management Policies including: Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy.

### GDPR compliance:

By sending your application, you agree that your personal data will be used in the recruitment process. All the documents we will request in different steps of the recruitment process will only be used for this purpose.

All staff involved in recruitment and selection are aware that data protection rules apply and that personal information will be treated confidentially. According to our policy, we will keep your application documents for the period of the recruitment only.

*Due to an anticipated high number of applications, Tdh is not in a position to respond to every applicant individually. Please note that only short-listed candidates will be contacted for the first interview.*

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