

JOB PROFILE

How to Apply for this Job



Background on Tearfund

Who we are: We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theology of Mission](#)

Our vision: To see people freed from poverty, living transformed lives and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8

Tearfund's Application Process

Qualified candidates should attach and send via email a written application (addressed to the Human Resource, Tearfund Nigeria) and a summarized 2 to 3 pages CV to nigeria.recruitments@tearfund.org using the interested job title as the subject of the email. Two or more role applications by an individual will be disqualified.

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Job Profile

Job Title	DMEAL Officer (SWEEP)
Group	International
Team	West Africa
Location	Ibadan, Oyo State, Nigeria.
Responsible to	Project Manager (SWEEP) (with a dotted matrix management relationship to the country Snr. DMEAL Officer and the WA DME Advisor in the region)

Part 1 – Job description

1. Main purpose of the job

The SWEEP project DMEAL Officer is responsible for supporting and advising on the design, monitoring and evaluation plans and implementation for the SWEEP project in Nigeria. S/he will coordinate the design, monitoring, evaluation, accountability and learning (DMEAL) of the project. The role will assist to formulate DMEAL plans in line with the Country Strategies and GBV programmes. S/he will work closely with the Tearfund West Africa DME Advisor at the regional level to roll out the consortium DMEAL requirements. The role is responsible for ensuring that effective DMEAL systems are in place for accountability and learning, to ensure that the Nigeria Core Group INGOs and their partners can be responsive to context and be agile to respond to best practice and lessons learnt within the SWEEP project and SGBV programme at large. In addition, s/he will ensure that the project is meeting organisational Quality Standards and international standards, working closely with all staff to do this. The role will require travel to field sites approximately 50% of the time.

2. Position in organisation

- Reports to the SWEEP Project Manager
- Grade: Croner 4 Level
- Closely liaise and coordinates with Tearfund's Senior M&E Officer at the country level. Other DMEAL staff in the Tearfund's WA region and technical advisors at HQ level where appropriate.
- Part of Tearfund's Impact and Evaluation Country Team.
- Work closely with Tearfund's DME Advisor in the West Africa region and other internationally relevant departments/units in Tearfund, including the Gender Based Violence/Psychosocial Support (GBV/PSS) Unit in the Reconciled and Peace-filled Society (RPS) corporate priority area.

3. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

4. Organisational requirements

- The post holder will be expected to live out Tearfund's values as they represent Tearfund externally
- S/he will be expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- S/he will be expected, along with all Tearfund staff, to share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
 - To model godly leadership in all aspects of character and conduct.
 - To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
 - To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Statement of Faith.
 - To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
 - To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
 - To provide support and spiritual encouragement to staff and colleagues, in line with biblical principles.

The post-holder will be expected to behave in accordance with Tearfund's '**Code of Conduct**' as referred to in the Personal Conduct Policy.

5. Duties & Key Responsibilities

5.1. PROGRAMMES

1. Capacity Building and Accompany partners and programme staff in DMEAL

- To accompany partners and programme teams to develop quality DMEAL approaches
- To identify the need for and deliver DMEAL training, providing capacity building, advice and support where relevant.
- To work with the SWEEP Implementing Partners and staff on DMEAL compliance and implementation of institutionally funded programmes/projects.
- To support and advise the SWEEP project manager on all DMEAL related matters to ensure best DMEAL practice is incorporated in Nigeria.
- Identify gaps and weaknesses in existing project DMEAL systems and processes, especially in the area of accountability, data management, and knowledge management and learning processes and work with Local Partners and the Nigeria country office staff to address these.

2. Plan, develop and support implementation of DMEAL plans

- Develop results matrices, targets, indicators and baselines for SWEEP the SWEEP project in Nigeria.
- To support the development and implementation of DMEAL plans, systems and tools, including data collection and analysis methods that align with the Country Strategies and SGBV program, and the corporate DMEAL framework.
- Monitor the implementation of recommendations and action points arising from SWEEP the

SWEEP project evaluations and learning reviews.

3. Undertake and support evaluations to capture learning

- To ensure effective baseline, midterm and endline surveys and other assessments in line with the SWEEP project design.
- To provide support and advice for end of project internal learning reviews, project evaluations and country strategy reviews, for the purposes of accountability and learning.
- To support and advise project staff on new needs assessments, Baseline data, project design (in line with Tearfund Global and Country Objectives), Project monitoring and implementation and evaluation.
- Support and advice project staff in developing SMART objectives, and appropriate indicators at project design stage (focus will be to review and comment upon all Tearfund's new SGBV project proposals which are developed, and to ensure that learning from historic and ongoing projects is fed into the planning for new projects).
- Provide guidance for the annual review of the programme to create a holistic view of Tearfund's SGBV programme in Nigeria to determine whether it is on track with the implementation of its country strategy. Support the implementation and embedding of Tearfund DMEAL requirements and standards
- To work closely with Tearfund's cluster and HQ level DMEAL personnel on the development of existing and new Tearfund requirements and standards for DMEAL work, including: contextualisation of tools and approaches; piloting and implementing new approaches; and assist in the roll out of wider organisational initiatives into Nigeria team. This will include working on the scaling up of digital data collection and analysis tools and providing input into the corporate framework for data collection, analysis and reporting.
- To ensure Tearfund Quality Standards and Core Humanitarian Standards are applied in SGBV programmes and projects.

4. Provide data analysis and reporting support to the Nigeria team

- To provide analysis and interpretation of data, its presentation and communication for the purposes of Tearfund internal (Quarterly and Annual reporting, and learning purposes) and external purposes - SWEEP project team (donors and supporters facing communications materials and reporting).
- To provide and identify data and evidence to Tearfund's Snr. DMEAL Officer and the WA Regional DME Advisor for the Annual Impact Review report, quarterly reviews, as well as contributing to the development of Tearfund's evidence base across the relevant competency areas..
- Provide advice on the design of, and participate in, project evaluations whenever necessary or as may be required by SWEEP project team and support in analysing and communicating of results
- To undertake regular field visits for data validation and to monitor the quality and completeness of data sets; coordinate data collection at project sites to monitor program development and ensure timely compilation and reporting of data; capture and document lessons learned; and champion the scaling up best practices
- To support in the pulling together and coordination of internal and external (Tearfund and SWEEP) reports on project and programme progress. Ensure that these reports are disseminated to the relevant team members and that they are coherent and in line with expected standards.
- To support implementation staff in the gathering and writing of case studies and the collection of impact stories and photographs for use with donors and external comms channels.
- To support the SWEEP project implementation team and the country office staff to develop skills in the use of technology for MEAL (Tearfund Track)

5.2. INSTITUTIONAL LEARNING

- To institutionalise and participate in regular programme reviews and planning systems.
- To promote cross learning between project teams in the different area offices and with SWEEP Nigeria local implementing partners as well.
- In collaboration with the Project Manager and the Snr. DMEAL Officer, , communicate widely within Tearfund and externally (SWEEP I) the learning generated by the DMEAL processes used in the Nigeria program.

5.3. CORPORATE POLICIES & PROCEDURES

- Promote and adhere to Tearfund’s Vision, Purpose, Basis of Faith, Core Values and Operating Principles.
- Promote Compliance culture and practices in Nigeria among staff and partners (supports designing/updating of policies, raising awareness, training staff and partners, reporting, etc.)
- Works within Tearfund’s DME requirements and policy.
- Contribute towards the induction of project staff, ensuring their familiarity with Tearfund’s mandate, values, Quality Standards, policies, programme objectives, and their individual responsibilities in upholding these standards and policies.

5.4. EXTERNAL REPRESENTATION

- Attend relevant inter-agency coordination and donor meetings as may be delegated by the Country Director or Project Manager .
- Represent the consortium in SWEEP Nigeria external DMEAL related forums where relevant.

Part 2 – Person specification

Job title:

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ● BSc/BA or equivalent qualification in Gender Studies, Economics, Business Management, Peacebuilding, Development, International Relations, Sociology, or other relevant courses. A masters degree in the related field will be an advantage. 	<ul style="list-style-type: none"> ● A masters degree in the related field will be an advantage.
Experience	<ul style="list-style-type: none"> ● At least 3 years of experience in development, implementation, monitoring and evaluation or other learning efforts is required. ● International NGO field experience in a similar position: programme support, development, fundraising or M&E. ● Proven experience in designing, implementing, and operating M&E systems within the Project Cycle Management (including logframe development and theories of change). ● Proven experience in Knowledge Management and Institutional Learning initiatives. ● Experience in Project Cycle Management (including logframe 	<ul style="list-style-type: none"> ● Proven experience in Monitoring and Evaluation of SGBV projects ● Experience working with local communities. ● Working with SPHERE Standards and CHS. ● Working under pressure and remote environment ● Experience in the use of GIS for M&E ● Experience in remote M&E ● Experience in Outcome Harvesting

	<p>development and M&E).</p> <ul style="list-style-type: none"> ● Experience in capacity building/ training. ● Experience in conveying stories and case studies to external audiences in an appropriate and timely manner. ● Experience gathering visual material for communications ● Experience in strategic planning. ● Experience in the use of an M&E database software will be essential ● Experience of networking ● Experience with institutional funders ● Experience using electronic data gathering tools (Kobo, Nvivo, Atlas, etc.) 	
Skills/Abilities	<ul style="list-style-type: none"> ● Excellent English language, written and verbal communication skills ● Excellent organisational and administrative capacity ● Intermediate Microsoft Word, Excel, PowerPoint and Outlook skills ● Proven ability to be flexible in demanding situations. ● Problem solving skills ● Ability to learn quickly ● Negotiation and representation skills ● Strong interpersonal and team skills 	<ul style="list-style-type: none"> ● Photography and Videography skills ● Knowledge of digital data gathering and analysis experience and skill (with a tool such as Kobo) ● Knowledge of Geographical Information System (GIS) tools and approaches ● Knowledge and application of data analysis tools (e.g. SPSS, statistics packages) ● Working knowledge of local languages (Yoruba)
Personal Qualities	<ul style="list-style-type: none"> ● Committed Christian ● Emotionally and spiritually mature. ● Team player – practical, desire to support the field teams. ● Understanding and sensitivity to cross cultural issues. ● Flexible and adaptable to ever changing environments. ● Ability to remain calm under pressure. ● Diplomatic and determined. ● Willingness to travel and live in basic conditions. ● An understanding of and a commitment to Tearfund’s Vision, Mission, Values and Beliefs Statement. 	
<p>OTHER COMMENTS:</p> <ul style="list-style-type: none"> ● Regular travel across cluster countries could be a requirement ● All roles require a DBS/Police check ● Tearfund is a member of the SCHR Misconduct Disclosure Scheme ● Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure 		