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## Monitoring, Evaluation and Learning (MEL) Senior Assistant

Based in Lomé, the Monitoring, Evaluation and Learning (MEL) Senior Assistant will support the Togo Country Program in the framework of the Korea-financed projects “Developing Socio-Economic Infrastructure to Sustain Rural Communities in Togo” and “Strengthening Resilience to Climate Change of Vulnerable Population through sustainable Forestry Resources Management ”The project aims to which improve the living conditions and livelihoods of vulnerable groups by ensuring green, resilient and inclusive local development of communities. S/He will support the development and implementation of project's monitoring, reporting and evaluation framework in close collaboration with the Project Managers and GGGI Africa Regional Office.

Moreover, the MEL senior assistant supports developing, coordinating, maintaining and constantly improving a country-wide M&E system and training country office staff in monitoring and evaluation. S/He plays a pivotal role as the country's MEL focal point and in operationalizing GGGI's new MEL framework at the country level. Additionally, S/He collaborates with project managers to create tailored MEL tools for effective monitoring and evaluation, assist in internal and external reporting, and compile lessons learned to refine GGGI's MEL methodologies. Lastly, a critical aspect of the role is capacity building of country staff and partners on MEL processes and tools aspects. This includes facilitation of country-level workshops focusing on various MEL components such as developing strong log frames, form building and survey design, data analysis and visualisation etc, in coordination with the GGGI-IEU.

## INTRODUCTION TO GGGI

The Global Green Growth Institute (GGGI) is a treaty-based international, inter-governmental organization dedicated to supporting and promoting strong, inclusive and sustainable economic growth in developing countries and emerging economies. To learn more please visit [about GGGI](https://gggi.org/about/) (<https://gggi.org/about/>). web page.

## PURPOSE



- In collaboration with the project implementing partners, establish effective processes and develop tools to collect monitoring data from the project's activities in the field, ensuring timeliness and quality of information in conformity with GGGI MEL standards, procedures and formats.

Support the project's implementation by the Project Manager, GGGI, and Project Steering Committee

- Support the preparation of high-quality, clearly communicated, and timely project reports that respond to the specific information needs of GGGI, the Project Steering Committee, and the donor.
- Review M&E templates based on feedback from different GGGI IEU and Regional MEL team.
- Maintain the integrity of M&E databases and documentation used in evaluating and reporting on project quality and impact; including ensuring the data is gender sensitive.
- Support the development and application of the common monitoring tools of the GGGI Country program in collaboration with the project managers and help ensure that key results and impacts of the country program are being tracked and documented.
- Identify, present, and disseminate lessons learned and best practices from the project with relevant stakeholders in GGGI, the Government of Togo, and Korean donors (MAFRA and KFS), to guide design of future interventions, as well as relevant regional/global professional communities of practice.
- Support the project's mid-term and final external evaluations and any other evaluation exercises of the GGGI-Togo country program to ensure continuous learning and improvement.
- Design, review and operationalize comprehensive MEL frameworks for specific projects/programs and ensure alignment with overall project objectives and GGGI's new organizational-wide MEL framework.
- Develop and implement the MEL plans for country projects.
- Support the training and development of skills and capacities of staff members in Togo country office and other partners on areas such as developing strong project indicators, MEL plan design and operationalization, form building and design, data analysis and visualization and other relevant MEL skills, in coordination with the GGGI Africa Regional Office and IEU.

## ENGAGEMENT

Closely liaise;

- With the project implementing team and partners on the ground - NGOs, consultants and local government representatives - to ensure their understanding of the project monitoring plan and its timely implementation to produce high quality M&E data.

- With the project manager to identify issues arising and make recommendations on the review and implementation of the M&E plan.
  - With GGGI's Monitoring, Evaluation, Reporting, and Improvement Community of Practice, to exchange knowledge and good practice on monitoring, evaluation, and learning applicable to the project. (<https://gggi.org>)
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- With GGGI's Korea Liaison Unit to understand and comply with MAFRA and KFS specific reporting requirements.
  - With GGGI's Strategy and Results Unit to understand and comply with GGGI's internal reporting processes.
  - With GGGI's Impact and Evaluation Unit (IEU) to understand and comply with GGGI's evaluation policy, new GGGI MEL framework and guidance for independent reviews and evaluations of the project.

## DELIVERY

- Support the Project Manager in consensus building with the implementing partners and stakeholders of the project to develop the project M&E plan, including the priority indicators, data collection and analysis arrangements, frequency and format of monitoring reports, as well as to anticipate key challenges and implement timely solutions.
- Train relevant project staff and implementing partners on data collection, report writing and appropriate database or reporting format requirements to operationalize the project M&E plan.
- Coordinate the timely collection of monitoring data from the implementing partners in the field and its aggregation into the project M&E database.
- Support the preparation of the project's quarterly, annual and biannual project progress reports to the KOREAN DONORS (MAFRA and KFS).
- Organize and manage the external mid-term and final evaluations of the project, including the preparation of the evaluation Terms of Reference and supervising external consultants, and coordinate the preparation of GGGI's management response to evaluation recommendations.
- Support any other evaluation exercise on the GGGI Country Program as requested by the CR.
- Compile and identify data, case studies, impact stories and evidence of results that supports communication in social media, newsletters, websites, videos as well as periodic lessons learned assessments and GGGI publications.
- Support the preparation of GGGI's Country Programme quarterly updates and reports on progress against the Key Performance Indicators and the End-of-Year-Report to be delivered on an annual basis to the Africa regional officer and GGGI's HQ Strategy Unit.

- Review and enhance the Country Office MEL manual that details the data collection and reporting arrangements, indicators and means of verification, and support country office capacity building for the production of high-quality monthly reports by the Project Managers.

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## Country-level Capacity Building and Training:

- Organize and facilitate training workshops for national project staff on various aspects of project design and MEL, including tool usage, data collection methods, and data analysis, in coordination with the GGGI Africa Regional Office and IEU.
- Support the training of relevant project staff about effective form building and design for data collection, ensuring forms are user-friendly and capture necessary data accurately.

## REQUIREMENTS

### QUALIFICATIONS

- At least bachelor's degree in economics, project management, development studies, monitoring & evaluation, environment science, climate change, sustainable development or related areas.
- A minimum of three (3) years experience in monitoring and evaluation involving hands-on experience in the design and implementation of M&E frameworks, MEL plans, , baseline mid line and endline assessments.
- Proficient in written and verbal communication both in English and French.
- Knowledge and experience of using online reporting system, managing project database especially project indicators
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint).
- Demonstrated experience with data collection and analysis tools such as Kobo, Open Data Kit, CommCare, Ona, Power BI and/or Tableau

### FUNCTIONAL

- Planning skills, focused on the effective and timely delivery of agreed outputs.
- Ability to communicate information and ideas clearly both in oral and written form. Able to convey complex information clearly in a simple and plain language
- Able to manipulate and interpret data from a range of sources to spot patterns and trends in information and to deduce cause and effect relationship.
- Able to achieve results in a quality, timely, and cost-effective way. Priorities, plans the efficient use of resources, and monitors progress against objectives.

- Ability to share learning and provide constructive feedback to improve projects and programs design and implementation
- Continuously seeks opportunities to improve processes and outcomes, regularly reviewing performance to identify areas for improvement.  
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- Quick learner, able to adapt rapidly to new environments and systems, and make immediate contributions Ability in preparing quality reports, presentations and other project related information in both French and English.



## CORPORATE

- Understand and actively supports GGGI's mission, vision and values.
- Promote organizational culture of trust, transparency, respect and partnership.
- Excels at problem solving, ask questions and seeks support when needed, shares information easily and knowledge with others both internally as externally.
- Manage emotions and stress positively, builds rapport and resolves conflict easily.
- Strong ability to work independently and/or remotely, while maintaining productivity.
- Excellent English oral and written communication skills; including public speaking.

### WORKING CONDITIONS

- The MEL Senior Assistant, Togo Country Program is an X5 grade level in GGGI's national salary scale. For X5 national grade, the base salary starts from USD xxx. Determination of base salary is subject to candidate's experience, academic background and internal equity.
- GGGI provides 15% of base salary towards retirement plan/long-term savings, 27 days of annual leave, and private health insurance that covers dental and vision.
- GGGI is committed to providing a work environment that is sufficiently flexible to accommodate diverse life-cycle challenges and assist Staff members to achieve a better balance between work and personal/family commitments, thus ensuring high performance, long-term productivity, and well-being of Staff members.

## INTRODUCTION

GGGI is supporting the Republic of Togo to embrace the Green Growth transition model (aligned with and beyond the scope of this GCF Readiness project), in supporting the management of implementation of Strategic projects and programs.

During the 2023-2024 biennium, GGGI supported the National Designated Authority (NDA) of Togo mobilizing funding from the Green Climate Fund (GCF), a Readiness preparatory support entitled “Strengthening Togo’s Institutional Capacity for a Low-carbon Transport System (STILTS)”, aimed at supporting Togo address its key climate change needs by building the institutional capacity of the country to implement a Low-carbon Transport System with regards to achieving some of its NDC targets. Through this project, GGGI will develop and create synergies with other government institutions in order to promote climate resilience and inclusive green growth in Togo.

GGGI support has contributed to the development of project for funding from the Republic of Korea (ROK government) through the (i) MAFRA project: “Developing Socio-Economic Infrastructure to Sustain Rural Communities in Togo” and KFS project: “Strengthening Resilience to Climate Change of Vulnerable Population through sustainable Forestry Resources Management”. The goal of these projects is to enhance socioeconomic development, policy structures, plans, and organizational setups to prioritize inclusive green growth and climate action in economic and political strategies, as well as to boost climate finance mobilization in the AFOLU sector. Furthermore, GGGI support has contributed to enabling collaborative environment and partnership development with the government of Togo.



*Child protection – GGGI is committed to child protection, irrespective of whether any specific area of work involves direct contact with children. GGGI’s Child Protection Policy is written in accordance with the Convention on the Rights of the Child.*

Location	Togo
City	Lomé
Contract Type	Staff
Grade	X5
Salary scale	Country Scale
Contract Duration	36 months
Deadline	20/10/2024
Job Reference	New-RP24-109



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