



**HEALTHNET TPO**

## **Planning, Monitoring, Evaluation, Accountability and Learning (PMEAL) Officer**

### **HealthNet TPO Amsterdam**

#### **General Context**

HealthNet TPO (HNTPO) is an international non-governmental organisation with roots in the Netherlands. It operates in Afghanistan, Burundi, Colombia and South Sudan, supporting the health and mental health of people living in fragile and conflict settings, through integrated programmes in healthcare, mental health and psychosocial support (MHPSS) and emergency response.

**Our vision** is a world in which people in fragile and conflict settings can actively contribute to rebuilding their own lives, health and wellbeing.

**Our mission** is to facilitate and strengthen communities and help them to regain control and maintain their health and wellbeing. We are convinced that even the most vulnerable people have the inner strength to (re)build a better future for themselves.

The organisation's head office is based in Amsterdam. After restructuring the Amsterdam office in 2019, its role focuses on providing strategic guidance and support to the HNTPO country offices in Afghanistan, Burundi, Colombia and South Sudan. The organisation strategy (2019-2023) guides this process. Currently, the office in Amsterdam consists of 10 FTE and more than 5000 employees in the project countries. Within the Amsterdam office are the departments of operations, finance, research and development and communications.

#### **Purpose of the position**

The PMEAL Officer will be responsible for the implementation of the organisation's PMEAL vision and translate it into a strategic framework to help measure the impact of HNTPO's programmes. Through systematic knowledge generation, exchange and learning, the PMEAL Officer will contribute to organisational development, ensure results-based planning, management and reporting as well as improving ongoing and future programming. The PMEAL Officer will take the lead on ensuring quality and accountability of our country programmes, bringing immediate and lasting changes for the communities we serve and in line with our organisation strategy.

#### **Place in the organisation (reporting lines)**

The PMEAL Officer will report to the Director of Operations and will work in close collaboration with other relevant departments at the HNTPO Amsterdam office and at a country level.

#### **Key accountabilities and responsibilities**



### **Planning, development and coordination of PMEAL strategy**

- Review, develop and coordinate the PMEAL strategy, policy, procedures and systems across the organisation, ensuring adherence to internal standards;
- Lead the development of an integrated and harmonised Results Framework to effectively measure the impact and progress of programmes at the organisational level, including important components such as the Theory of Change (ToC), baselines, global indicators and means of verification;
- Coordinate, streamline and facilitate PMEAL processes and frameworks in countries of operation and ensure that these are integrated within country strategies and aligned with cross-cutting issues such as MHPSS, sustainability, gender and social inclusion, do-no-harm, leaving no-one behind etc.;
- Ensure the quality and relevance of monitoring activities and evaluations (internal/external);
- Oversee the measurement and reporting of qualitative and quantitative output, outcome, and global performance indicators;
- Support the development and implementation of base-, mid- and end-line surveys, with an emphasis on community-led programming and local needs assessments;
- Identify and/or design innovative practices and approaches to improve organisational efficiency and effectiveness in PMEAL and ways to monitor, assess and report the impact of HNTPO's programmes;
- Promote all aspects of PMEAL and stimulates the creation of an organisational culture which prioritises quality programming, learning and organisational development.
- Initiate, organise and support Operational Research and coordinates on the advocacy of the outcomes.

### **Capacity building in PMEAL**

- Identify and address the PMEAL needs of country projects and programme staff;
- Train and mentor staff to ensure systems are well understood and properly implemented;
- Ensure that roles and responsibilities are clear and that relevant internal procedures related to all aspects of PMEAL are in place;
- Maintain effective coordination and collaboration with key programme staff to ensure PMEAL is an integral element of project implementation leading to enhanced quality, accountability, management, impact, efficiency and sustainability;
- Support in designing standard data collection tools for the PMEAL framework (both qualitative and quantitative);
- Conduct field visits to monitor the progress of programmes and projects in the countries (Covid-19 allowing) in liaison with technical programme staff in country;
- Work together with PMEAL colleagues from partner organisations or consortia that HNTPO is part of.

### **Promote learning for strategy development and decision-making**

- Facilitate a systematic approach towards continuous knowledge generation and shared learning across the organisation and country teams;



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- Coordinate an internal platform with adequate representation from the country offices to ensure regular communication and coordination on PMEAL-related activities and to link relevant departments to existing knowledge platforms;
- Support the organisation with learning events and set up mechanisms to capture best practices and lessons learned of programmes and share them effectively across countries and relevant stakeholders;
- Provide support in collecting, analysing and communicating results, outcomes and impact of HNTPO's programmes to develop fact-based messages and quality materials for distribution that effectively communicate to target audiences our results achieved, best practices and lessons learned, including positive and negative impact of our interventions;
- Capture lessons learned and monitor data to feed management with information for sound decision-making;
- Ensure that data and findings from across programmes and regions form a coherent basis for analysis of impact which promotes learning, adaptation and strategy development for the whole organisation;
- Support dissemination activities where findings are used for lobby and advocacy to influence policy and practice;
- Participate and represent HNTPO in different fora on PMEAL-related issues.

### **Accountability towards communities and other stakeholders**

- Support colleagues, where necessary, to disseminate PMEAL findings to relevant stakeholders for quality and transparent accountability;
- Support country teams in reviewing and/or developing accountability policies and tools;
- Explore the integration of a PMEAL's software for the organisation for effective reporting while ensuring the consistency and completeness of programme data;
- Directly contribute and oversee reporting on IATI in compliance with IATI standards.

### **Resources and acquisition PMEAL**

- Provide support for new funding proposals, annual plans and organisational strategies on PMEAL;
- Advise on PMEAL costs and resources in proposal development and programme budgets;
- Ensure that PMEAL is an integral part of programmes and that newly developed proposals include quality results frameworks that are linked with overall organisational goals and standards;
- Ensure that PMEAL findings are reflected and incorporated in future concept notes, proposals, and implementation plans, to further improve programme quality and impact;
- Support in the recruitment of appropriate PMEAL staff and engage country teams to roll-out capacity-building programmes;



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- Work together with knowledge institutes and contribute to the development of Terms of Reference for external evaluators/consultants to support our learning agendas;
- Other responsibilities and duties as required by the line manager.

### Skills, knowledge and expertise

- University Degree in social sciences, international development, anthropology and/or public health;
- At least five years international project management and/or PMEAL experience in both emergency and development contexts, preferably with solid experience in HNTPO's priority areas: public health, gender, MHPSS, community engagement, protection, advocacy;
- Experience with coordinating and/or implementing qualitative and quantitative PMEAL approaches and methodologies;
- Sound understanding of Theory of Change (ToC), LFA Logframes, Results-Based Management, data collection tools and methodologies (quantitative and qualitative) and M&E systems;
- Quality and results-oriented with strong analytical skills;
- Strong interpersonal and communication skills;
- Flexible team player with strong experience in multi-cultural and multi-ethnic environments;
- Demonstrable skills to capture learning, innovation, knowledge management and dissemination among different stakeholders;
- Experience in team management, working in partnerships and training/capacity-building of country teams.
- Able to speak and write in English, French and Spanish.

### Additional job specific information

- Initial duration is 12 months;
- Position will include up to 30% on field missions;
- The position is based in Amsterdam. You have a valid permit to live and work in the Netherlands.
- Attractive remuneration package including travel expenses;
- Working as part of small, motivated team;
- HNTPO has a 40-hour work week.
  
- To apply, please send your CV and application letter (including your motivation), maximum of two pages per document to: [recruitment@hntpo.org](mailto:recruitment@hntpo.org) by **26<sup>th</sup> November, 2023**.
- When applying, please include the following title in the email subject line: **PMEAL Officer**.
- Only applications submitted before the closing date and to our recruitment address will be processed.



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- Qualified candidates residing in the Netherlands or other EU/EEA countries who are willing to relocate and reside in the Netherlands at their own expense and responsibilities are encouraged to apply.
- Only shortlisted candidates will be contacted.