



Monitoring, Evaluation, Accountability, and Learning Regional Support Officer: Asia

Job grade	Level 3 Professional 1	Reports to	Philippines Country Director with dotted line report to Planning, Design and Impact (PDI) Team in HQ (London, UK)
Directorate	C&P	Function	MEAL
Contract	Fixed term	Location	The Philippines

Responsibility for resources

Direct line reports	No line reports	Responsibility for other resources	The post-holder has access to confidential information about funding agreement budgets, terms and conditions and occasionally sensitive information, and is expected to treat all such information in strict confidence
Financial resources	No financial responsibilities		

Our vision and mission

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

Purpose of the role

ZSL seeks to be a sector leader in monitoring and evaluating the outcomes and impact of our projects and programmes. The primary function of the role is to help our country and other field teams design impactful work, to analyse indicator data across our projects and programmes, to assess the outcomes and impact of ZSL's work, and to help communicate our successes and the lessons learned to a wide range of stakeholders.

The post-holder will work to collate and analyse data on outputs, outcomes, and impact from a wide range of projects and programmes in Asia, with particular emphasis on the Philippines, assessing them against ZSL's Conservation Plan and the new ZSL Strategy using the ZSL Impact Framework, and support the communication of results to partners, donors and ZSL's wider audiences. The role will involve supporting the regular monitoring of progress against key indicators and helping with the development of reporting tools for annual assessments against our institutional targets. The role will also work to help improve our data collection, management, storage and analysis processes, tools, and systems.

In addition to the impact assessment work referred to above, the post-holder will provide other technical inputs including helping with MEAL tool development and the development of capacity in MEAL skills across C&P's Asian country teams.

Key responsibilities

Impact Assessment and Communication

- The post-holder will use the ZSL Impact Framework to assess the outputs, outcomes, and impact of ZSL's projects and programmes in Asia and work closely with the Planning, Design, and Impact Team to use that information to help communicate the impact of ZSL's work.
- As needed, the post-holder will input into the development of data collection, management, storage and analysis processes and systems in line with approaches being developed for the whole organisation. Initially, this will involve helping test a system for data collection and cloud-based data management using existing tools to which ZSL currently has access.
- Provide inputs if/as needed into periodic impact evaluations of C&P's projects and programmes as needed, including for donor purposes and the ZSL annual report.

Resourcing and Operation support

- The post-holder will contribute to networking opportunities for collaboration between ZSL projects and programmes, other conservation NGOs and development NGOs as appropriate.

Tools, approaches, and capacity building

- Working closely with the MEAL Technical Specialist (in PDI) and the Conservation Training and Learning Manager, the post-holder will assist with the development of, training in, and regular review of MEAL tools, processes and systems to support teams during projects' and programmes' reporting and evaluation phases.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

Values and behaviours for people management

- **Collaborative:** creates an engaging environment where people feel comfortable asking for help or support
- **Ethical:** creates a culture which ensures everyone is treated fairly with dignity and respect
- **Impactful:** delivers results on time and to the agreed standards
- **Inclusive:** makes decisions that promote transparency and inclusion
- **Innovative:** is forward thinking and able to see the broader picture when planning and organising work

Person Specification

Experience

Essential	<ul style="list-style-type: none"> • Degree, or equivalent experience, in a relevant field, e.g., international development or conservation, backed up by experience implementing and reporting on / assessing conservation or development projects and programmes. • Demonstrable prior experience in MEAL and/or project evaluation, working with colleagues and partners from different cultural backgrounds in countries in Asia • Solid project management experience demonstrating strong organisational skills with an ability to manage multiple project strands simultaneously
Desirable	
Knowledge and skills	
Essential	<ul style="list-style-type: none"> • Good data collation, sorting, cleaning, and basic analysis skills using appropriate packages such as Excel • A good understanding of biodiversity conservation and/or international development issues • Ability to think critically • Good written and spoken English • Excellent interpersonal skills, with an ability to work in different cultural settings, and with multiple stakeholders, with tact and diplomacy • Creative, confident, and articulate with good presentation and communication skills and comfortable presenting to diverse audiences
Desirable	<ul style="list-style-type: none"> • Familiarity with both quantitative and qualitative tools and methods (including participatory approaches) for data collection • Knowledge of current and emerging best practices in third sector MEAL approaches/systems • Knowledge of data management and storage systems and tools • Experience with the Conservation Standards system for conservation project design and adaptive management • Proficiency in another language, especially Filipino, Thai, Nepali or Mandarin, would be an asset
Additional requirements	
Essential	<ul style="list-style-type: none"> • The post will be office-based in the Philippines with possible occasional travel abroad to attend meetings/conferences and undertake project visits • The role requires occasional work during evenings and/or early mornings due to time-zones • Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical) • To comply with and promote Health and Safety policies and procedures