

# Terms of Reference

## Monitoring & Evaluation (M&E) Officer

### Job Creation

**Salary:** between 2600-2900 € nets per month (depending on experience)

**Contract:** 2 years (renewable)

### Positioning and reporting

Under the authority of the Director General and the direct supervision of the Head the Engagement and Investment Department (EID).

### Job purpose

This is a very an exciting opportunity to make a significant impact at the OIE. To date, the OIE has not had dedicated M&E resources so there has been limited scope for M&E activities.

The aim of this role is to create a system wide change within the organisation in the field of monitoring & evaluation, in particular for AMR. This will require the job holder to manage and coordinate the various AMR-related M&E functions collaborating closely with AMR and Veterinary Products Department. The job holder will also interact with other OIE Headquarters departments and regional counterparts, as well as with Tripartite counterparts in the World Health Organization (WHO) and the Food and Agriculture Organization of the United Nations (FAO). Engagement with OIE Member Countries is also envisaged.

In particular, day to day activities will involve overseeing and/or actually undertaking systematic collection, analysis and validation of data reporting and presenting it to key meetings, workshops and forums.

The job holder will be in the OIE's Engagement and Investment Department, providing the individual with full exposure to the OIE total grant financing portfolio and associated monitoring and reporting obligations. The job holder would work with other team members to support the development of a community of practice on M&E in the OIE.

### Missions and activities

The overall aim of the M&E Officer are to build AMR M&E capacity at OIE HQ, amongst the Tripartite (WHO, FAO, OIE), and provide technical support to regional offices and country programming so they are better placed to assist national authorities in terms of adopting the global M&E systems for data collection, analysis, providing evidence for strategic decisions and for global reporting for the purposes of accountability and learning.

Under the direction of the Head of Engagement and Investment Department, the key tasks are as follows:

1. Lead Tripartite (WHO – FAO – OIE) responsibility for managing the implementation of the [UNDP Multi-Partner Trust Fund on AMR](#) Global Grant Programme on M&E, including:
  - a. Working with FAO and WHO to implement the M&E at the fund level;
  - b. Working with FAO and WHO to support Members in the delivery of AMR NAP M&E frameworks;
  - c. Overseeing the M&E Rapid Advisory Call down consultancy contract providing M&E services to Member Countries.
2. Working with the OIE AMR & VP Department to contribute to the M&E results framework for AMR. This consists of a newly developed theory of change with output and outcome indicators. The job holder would seek to ensure team members report against indicators, and he/she would be responsible for analysing and presenting the data, so that conclusions on learning can be drawn to facilitate strategic changes going forward. The job holder will also collaborate with the FAO and WHO to implement the M&E Framework for the Global Action Plan on AMR including the annual Tripartite Annual Country Self-Assessment Survey (TrACSS).
3. Provide M&E methodological support across OIE. This will include activities required to develop an organisational community of practice on M&E as well as contribute to the development and implementation of M&E Frameworks for key OIE programmes, such as the Global Burden of Animal Diseases (GBADs).

# Terms of Reference

## Qualifications and Experience

### *Required qualifications*

- Master's degree in Economics, Business Management Project Planning, and Management, statistics, or related social science
- 3 to 7 years proven experience in monitoring and evaluating programmes in the field of international development, public health, agriculture, food in developed and developing contexts.

### Technical skills

- Proven knowledge, skills, and experience in quantitative and qualitative data collection and analysis.
- Proven knowledge in the development of M&E Frameworks and plans, theories of change, results frameworks data collection tools, frameworks and method, M&E planning, and use of M&E applications.
- Knowledge of human/animal health and/or conducting data collection in the field
- Excellent analytical capacity
- Excel

### Desirable skills

- A sector knowledge of AMR in human/animal health
- Experience of working in large international organisations
- Experience of working globally in different cultural settings
- Knowledge of a second OIE official language (Spanish or French);
- Interest in international development cooperation

### *Interpersonal skills*

- Excellent verbal and written communication skills in English
- Experience in producing high quality written reports
- Detail-oriented, demonstrated ability to multi-task and meet internal and external deadlines.
- An ability and desire to work collaboratively in a team of largely non-M&E specialists, so an ability to explain concepts in layterms.
- An ability and desire to build the capacity of colleagues in M&E in an enthusiastic and creative way.
- Organisational awareness, ability to establish priorities, work within tight timelines
- Capability of working in a multicultural environment with colleagues from different departments and offices;
- Self-motivated, focused and driven.

## Working conditions

The post is a full-time position based at the OIE Headquarters in Paris and entails regular missions abroad. It requires long hours in a seated position at a computer.

## General Information

The OIE places high value on a multicultural and positive work environment. The OIE is an equal opportunity employer and welcomes applications of all qualified candidates, irrespective of their ethnic origin, gender, opinions, or beliefs. This is a full-time position as an international civil servant based at the OIE Headquarters in Paris (France) that is available immediately. If you are interested in the position, please complete your application online by 3 May at the latest by clicking on the link below.

**[APPLY HERE](#)**