**BROOKE**

**BUREAU AFRIQUE DE L’OUEST** Animaux d

**Planning, Monitoring, Evaluation and Learning (PMEL) Manager**

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| **Reports to:** | Regional Representative |
| **Responsible for:** | Planning, Monitoring, Evaluation and Learning |
| **Location:** | Based in Dakar with regular travel within Senegal and the region; and occasional wider international travel for meetings or workshops. |
| **Salary details:** | Commensurate with experience  |
| **Hours:** | Normal Senegal working hours, plus out of hours work as required  |
| **Conditions:** | National appointment, two year fixed term, with possibility of extension  |
| **Closing date:** | 31 Mai 2022 |

**Structure and position of the role**

**Background to the role**

Brooke is an international animal welfare organisation based in the UK, working to improve the living and working conditions of horses, donkeys and mules in less developed countries. We currently operate in eleven countries in Asia, Africa, Central America and the Middle East, with over 1,000 skilled staff working directly in the field.

Brooke has been working in Senegal since January 2010 and a Brooke office was established in Dakar early in 2011. Brooke West Africa Office (BWA) is tasked with developing and implementing country and regional strategies to improve the welfare of working equine animals. This is done by tackling specific welfare issues at grassroots level by engaging with communities, by improving the quality and accessibility of equine services (for example veterinary, farriery, saddlery) and also by seeking wider and long term impact through advocating for an enabling policy and legal environment for working equine welfare.

Brooke is at an important time in its evolution where it is embarking on a new 2022-25 strategic plan. His theory of change has evolved recognising that the welfare of the poor communities and the welfare of working equids are intrinsically linked, what is reflected in the approach to ‘One Health’ and ‘One Welfare’. Brooke assume that the improvement of working equids’ welfare is central to human and economic development in the communities that depend on them. The ambition of the organisation is based on three main goals over the next few years: 1. Transforming equine welfare in communities 2. Increasing the visibility and inclusion of working equids 3. Strengthening sustainable animal health systems To do this, we will embrace an integrated approach that is rooted in evidence and research.

In order to strengthen and develop the programme within Senegal and the West African region, we are recruiting for a new position of **Planning, Monitoring, Evaluation and Learning (PMEL) Manager,** who will work closely with the Brooke WA team and partner organisation staff to support effective planning, monitoring and evaluation of our programme, ensure learning from the programme is analysed, documented and shared to encourage adjustment and innovation that will enhance our impact.

The PMEL role combines a mixture of technical assistance and “business partnering”, supporting a strategic approach to programme planning based on Brooke’s Theory of Change, driving innovation and continuous improvement across our programme strategies and partner projects, developing tools and processes to facilitate learning and accountability, and building our staff and partners’ capability to adopt best practice in relation to monitoring, measuring, reporting and learning from programme performance. This role will act as a focal point for the Brooke UK technical teams who provide support on organisational performance and programme monitoring & evaluation; and also for Brooke staff and partner organisations who are responsible for the continual enhancement of programme delivery quality.

**Key outcomes**

Under the supervision of the Regional Representative and with the support of the Planning and Performance Directorate in Brooke UK, the Planning, Monitoring, Evaluation and Learning Manager (PMEL Manager) has overall responsibility for coordination of all planning, monitoring and evaluation activities in the BWA Office. Specifically:

* The Country Programme (CP) has a sound PMEL system that aligned with the Global Brooke PM&E systems and organization-wide goals, as well as those required by restricted funding donors so that Brooke’s global indicators, evaluation and learning approach are incorporated into all projects M&E plans;
* The programme performance framework, known as “Global MEAL Framework”, which underpins Brooke’s Theory of Change, is well embedded into the PMEL system so that all BWA staff members have a shared and consistent approach to programme performance management;
* A series of guidance notes, tools and techniques are available to support Brooke staff and partners to plan, monitor, evaluate and learn from their practice;
* Brooke WA and partner staff capacity in PMEL is continually built through direct support and advice and through peer learning and exchange mechanisms, in West Africa and through “virtual” teams across Brooke globally;
* Brooke WA staff are able to identify appropriate metrics to monitor results of our overall programme in line with the Brooke WA strategy / logframe and outcome based programme strategies;
* Brooke WA SMT and partner organisations takes adaptive management and strategic decisions based on evidence from robust monitoring data;
* Brooke WA communicates clearly the results of its programme, based on evidence from robust and systematic planning, monitoring, evaluation and learning processes.

**Key responsibilities and tasks**

The key responsibilities relate to assisting Brooke WA and partner organisation staff on defining, recording, analysing and reporting evidence relating to equine welfare issues and the programmatic and advocacy activities undertaken to address them.

**Championing robust planning, monitoring, evaluation and learning (PMEL) within Brooke WA**

* Act as a champion for ensuring Brooke’s Theory of Change is central to the design of all service provider, community engagement, advocacy and communication activities undertaken by Brooke WA and by partners
* Act as focal point for updating Brooke WA’s log frame to ensure it logically summarises how Brooke WA will put into practice Brooke’s Theory of Change, integrating core Brooke animal/human/resource based indicators;
* Provide technical leadership to ensure Brooke WA reporting against this log frame through its monitoring plan is in accordance with wider Brooke reporting requirements, including coordination across SMT to ensure timely submission of annual results report;
* Facilitate the development of Brooke WA learning strategies, for example how to synthesise evaluative information to inform team and organisational learning, dissemination of good practice, facilitation of critical reflection and learning activities;
* Provide leadership and inspiration to improve Brooke WA PMEL, by keeping abreast of methodological developments in other sectors, identifying good practice and working with Brooke colleagues globally to position Brooke as a leader and innovator in relation to programme performance accountability.

**Supporting data collection, analysis, interpretation and reporting**

* Assist Brooke WA programme and advocacy teams in the development and selection of appropriate and innovative tools for collection of population and monitoring data (e.g. surveys, observations, focus group discussions, key informant interviews, case studies, media clips, journals, scrapbooks..);
* Advise on sampling sizes and methods to ensure robustness of data is combined with a pragmatic “value for money” approach;
* Support Brooke WA and partner organisation staff to gather and record data in a systematic and accessible way, ensuring consistency in data collection, management, analysis and interpretation across all partner-led projects;
* Support the analysis and triangulation of qualitative and quantitative monitoring data to ensure reporting of results is evidence based;
* Work in collaboration with Brooke WA team and partner staff to define target issues and key questions in relation to programme design and impact that could be proposed as more in-depth research concepts.

**Building capacity of Brooke WA staff and within partner organisations on PMEL**

* Assess training needs for relevant Brooke WA and partner staff to identify capacity building requirements in relation to knowledge and skills for the entire project cycle from planning to quarterly and annual reporting to final evaluation and learning;
* Develop and deliver capacity building for these staff that builds on and complements capacity building provided by UK technical support teams;
* Support West Africa team to embed PMEL systems and processes to ensure evidence and learning is used continuously to adapt and improve our programme, advocacy and communications work;
* Assist staff and partners in developing and adapting locally owned participatory data collection tools and learning processes that enhance ownership of project and confidence in sustaining activities;
* As part of the Brooke WA team commitment to developing organisational capacity of partners, participate in assessing, planning, delivering and monitoring our orientation, mentoring and training for partner organisations.

**General**

* Perform such additional tasks as may reasonably be requested from time to time by the Regional Representative;
* In undertaking the role, comply with all Brooke global and regional policies and procedures;
* As part of this role there is a need to travel as required, sometimes at short notice, within Senegal, the West Africa region and internationally;
* This list of tasks may not be exhaustive and will be reviewed from time to time.

**Description du candidat**

Les compétences, aptitudes, expérience et connaissances décrites ci-dessous résument ce qui est nécessaire pour réaliser efficacement le travail. Elles représentent également les critères de sélection et fondent la décision de recrutement.Il est important de montrer comment vous répondez aux critères décrits ci-dessous dans votre demande.

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| Connaissances et Expériences | Essentiel | Souhaité  |
| 1 | Au moins un diplôme supérieur en sciences sociales/humaines/Economie | √ |  |
| 2 | Expérience significative (minimum 5 ans) dans les projets/programmes de développement  | √ |  |
| 3 | Expérience avérée dans la gestion du cycle de projet (identification, planification, mise en œuvre, suivi et évaluation)/ au moins 5 ans comme Responsable suivi évaluation | √ |  |
| 4 | Expérience de travail avérée avec les associations et organisations communautaires de base | √ |  |
| 5 | Connaissance et utilisation pratique des outils de suivi-évaluation | √ |  |
| **6** | Expérience en capitalisation des expériences | √ |  |
| **7** | Compétences et expériences dans l’animation et la formation des adultes |  | √ |
| **8** | Connaissance des concepts de base sur le bien-être animal et compréhension de l'importance du travail des équidés dans les économies des pays en développement | √ |  |
| **9** | Expérience de travail dans d'autres contextes (culture, pays, langues, …) |  | √ |
| **10** | Experience of improving and implementing systems within a team | √ |  |
| Compétences et aptitudes | Essentiel | Souhaité |
| **1** | Excellente capacités de communication écrite et orale  | √ |  |
| **2** | Sens diplomatique et capacités de négociation pour développer la confiance, la compréhension et la motivation partagée  | √ |  |
| **3** | Excellente organisation, compétences en planification et suivi/évaluation | √ |  |
| **4** | Capacité à travailler sous pression et souvent dans des délais serrés | √ |  |
| **5** | Connaissances sur la Gestion axée sur les résultats |  |  |
| **6** | Capacité à conduire et superviser des évaluations |  |  |
| **7** | Excellentes capacités à s’exprimer en français et en anglais (oral et écrit) | √ |  |
| **8** | Aisance dans les langues locales (Pulaar, Wolof, Sérère) | √ |  |
| **9** | Bonnes compétences informatiques (Word, Excel, PowerPoint, Outlook, MS Project) | √ |  |
| **10** | Bonne connaissance des statistiques et des logiciels de traitement de données  |  |  |
| **11** | Capacité à voyager et travailler de façon autonome au Sénégal et d'autres pays de la région | √ |  |
| **12** | Volonté de travailler de manière souple et, occasionnellement, en dehors des heures de bureau | √ |  |
| **13** | Bon esprit d'équipe | √ |  |
| **13** | Engagé à poursuivre les objectifs de Brooke, pour le bien-être des équidés de trait  | √ |  |

Cette description de poste décrit les aspects clé du travail ci-dessus.Ce document détaille les principales responsabilités, tâches et inclut une note des compétences, connaissances et expériences requises pour un niveau satisfaisant de performance.Une description de poste ne peut en aucune façon dresser un tableau complet de tous les aspects liés à la fonction. **Plus d’informations :** [**https://www.thebrooke.org**](https://www.thebrooke.org)