



## **Scope of Work, Papyrus S.A. Monitoring, Evaluation and Learning (MEL) Coordinator**

### **Organization**

Papyrus S.A. is a private firm that prides itself on its lasting results-based approach focused on connecting local and international aspirations. For more information, please visit [www.papyrushaiti.com](http://www.papyrushaiti.com).

### **Position Description**

Papyrus is looking for a MEL Coordinator for an upcoming opportunity funded by USAID/Haiti to address capacity development gaps that limit the effectiveness of civil society organizations to achieve significant and sustainable results. The project will improve advocacy for democratic social change, development, and rights on behalf of Haitian citizens and improve fundamental living conditions by fostering respect for human rights and access to basic services. The program pillars are:

1. Strengthen the advocacy, managerial, financial, and administrative capacities of both advocacy and service provision oriented CSOs.
2. Build comprehensive, efficient, and effective networks of CSOs at the national and grassroots level.
3. Support productive working relationships between CSOs and development actors, including local/central government, the private sector, and major donors.

### **Responsibilities**

Papyrus S.A. will be the Prime Contractor and will manage activities in partnership with other subcontracted implementers and service providers. Working under the supervision of the COP, primary tasks of the MEL Coordinator include but are not limited to the following:

- Lead the engagement of SUCCES staff, partners, and beneficiaries to understand and meet the project's MEL needs.
- Research, develop and oversee the implementation of MEL capacity building initiatives for project beneficiaries and grantees.
- Liaise with USAID/Haiti MEL team, upon senior management request.
- Support the team with content development and editing for the quarterly and annual project reports.
- Manage internal DQAs and assist in USAID-led DQAs.
- Implement MEL activities according to MEL and Annual Work plans.
- Monitor and evaluate the quality of program activities, track and maintain data.
- Facilitate the sharing and scaling of innovative practices among stakeholders.
- Utilize reports to inform future operations and adjust project activities as necessary.
- Travel to project field sites frequently as required.

## Qualifications

- Bachelor's degree in statistics, economics, or related field
- Minimum of seven years of professional experience required
- Excellent computer skills with specialty in statistical analysis software
- Fluency in French, English and Haitian Creole
- Good writing skills in English and French; experience with institutional writing a plus
- Willingness to travel extensively within Haiti
- Previous experience with USAID-funded projects is an asset.

Papyrus S.A. maintains a work environment that stimulates creativity, initiative, and open communication among staff in an informal non-bureaucratic setting. There is a premium placed on those who assume leadership, quickly overcome problems, facilitate actions, promote innovative ideas working in teams, produce results, develop positive and constructive relations with donors, and facilitate project achievements.

Papyrus provides a stimulating work environment and competitive compensation based on salary history.

Interested candidates should send their cover letter and resume to:

[application@papyrushaiti.com](mailto:application@papyrushaiti.com). Please indicate the position you are applying for in the email subject. Deadline for submission is July 3<sup>rd</sup>, 2022.