

Job Description

Senior Specialist – Monitoring, Evaluation, & Learning (MEL)

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Posting Date	17 January 2025
Location	New Delhi, India
Number of Positions	2 (Two)
Grade	Senior Specialist
Salary & Benefits	Salary will be offered commensurate with experience and qualifications
Contract	Fixed Term Contract (3 years), extendable to another 3 years, Full-Time, National Hire
Last Date of Application	30 January 2025

About CDRI:

The Coalition for Disaster Resilient Infrastructure (CDRI) is a partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, the private sector, and knowledge institutions that aims to promote the resilience of new and existing infrastructure systems to climate and disaster risks in support of sustainable development.

Vision

"CDRI seeks to rapidly expand the development and retrofit of resilient infrastructure to respond to the SDG of expanding universal access to basic services, enabling prosperity and decent work."

Mission

"To support countries to upgrade their systems to ensure disaster and climate resilience of existing and future infrastructure."

Impact (that CDRI aims to achieve)

By 2050, over US\$10 trillion of new and existing infrastructure investments and services are resilient to natural hazards and climate change through enhanced capacity, informed policy, planning, and management, leading to improved quality of environment, livelihood, and life of over 3 billion people.

CDRI Mandate & Value Proposition

CDRI has been envisioned and established as a global network to advance the agenda, support coordinated action among stakeholders, and focus on bringing voices from vulnerable geographies and populations to international policy forums. Internationally agreed-upon goals in the SDFRR, the SDGs, and the Paris Climate Agreement provide the foundational framework that guides the Coalition's vision and mission.

As a global partnership, the Coalition aims to ensure that the investments of its members and partners are aligned and well-coordinated in support of the shared ambition of disaster

and climate resilience of new and existing infrastructure. The two unique yet interconnected roles that CDRI shoulders in this direction are:

- A Strong Coalition Driving Collaborative DRI Action: In 2025, CDRI stands as a partnership of 41 national governments and seven international organizations. The Coalition enjoys robust political support, which propels its efforts to advance the interests of its members and partners.
- A Solution-Focused Centre of Excellence for DRI: As a Centre of Excellence for DRI, the Coalition strengthens the individual and collective capacities of its members and partners by aggregating and sharing knowledge, brokering need-based partnerships, and strengthening capacities through collaborative learning and action.

Strategic Work Plan 2023-2026

CDRI's Strategic Work Plan 2023-26 describes the broad contours of its priority actions and planned initiatives in the next four years. The Strategic Work Plan sets out a clear direction for the Coalition to pursue a transformational agenda for DRI in response to a changing risk landscape and evolving on-ground realities of its members. In the next four years, the Coalition will continue to leverage the expertise of its Member Countries and partners to develop context-specific, innovative solutions for resilient infrastructure towards the achievement of national priorities and global commitments of its members.

With the strategic work plan for 2023 – 2026, CDRI has set out following strategic outcomes.

Strategic Outcome 1: A strong Coalition that has the membership, resources, and global leadership to drive global, national, regional, and local DRI action.

Strategic Outcome 2: Global DRI research, Coalition-led peer engagement, and CDRI-curated and generated knowledge promote risk-informed policy and practice.

Strategic Outcome 3: Enhanced capacities of government, private enterprises, and communities to implement post-disaster recovery and DRI action at scale.

CDRI Head Quarter (Secretariat)

The CDRI headquarter is established in New Delhi, India, to act as the Secretariat of the Coalition. The Secretariat functions under the direction of the International Governing Council and Executive Committee to implement the programmes of CDRI.

Position

This position will be based at the CDRI secretariat in New Delhi, India, as a full-time staff with a Fixed Term Contract of three (3) years, renewable for an additional three (3) years.

About the Position

The Senior Specialist – Monitoring, Evaluation, and Learning (MEL) at CDRI will play a critical role in embedding MEL systems across all phases of the Program Cycle. By closely collaborating with programs, operations, and project teams, the incumbent will identify and

address challenges, clarify procedures, and escalate complex M&E and reporting issues as needed. The role involves ensuring that MEL is integral to strategic planning, activity design, and implementation, providing essential support for program and project monitoring and evaluation in alignment with the result's framework. Additionally, the Senior MEL Specialist will lead efforts to document and disseminate lessons learned, best practices, and findings, fostering a culture of continuous learning within the organization. This position requires a blend of technical expertise, strategic thinking, and strong communication skills to ensure the effectiveness and impact of CDRI's Strategic work plan.

Key Responsibilities:

1. Development and Implementation of Projects and Programme M&E Framework:

- Support in the development of the M&E framework in accordance with the project and programme monitoring and evaluation plan, annual work plans, and strategic work plan.
- Guide and coordinate the development of the project and programme results framework including:
 - Provide technical advice for the development of performance indicators, updates and reporting.
 - Ensure realistic intermediate and end-of-project targets are defined and monitored.
 - Identify sources of data, collection methods, who collects data, how often, cost of collection, and who analyzes it.
- Identify the requirements for collecting baseline data, prepare terms of reference, support survey/s, as required, and monitor progress.
- Collaborate with senior management to align MEL strategies with the organization's overall strategic goals and objectives. Provide strategic advice on how MEL can enhance program effectiveness and impact.

2. Implementation of Projects:

- Oversee project and programme MEL activities as per the Annual Work Plan, with a particular focus on results and impacts as well as on lesson learning.
- Ensure and review periodic results with key activities, indicators, baseline, and targets to monitor progress.
- Support the development of TORs and evaluation processes (mid-term reviews and evaluations) in accordance with CDRI guidelines.
- Ensure that the project's results and contribution, esp. output and outcome targets are monitored and well captured in the log frame (s).

3. Capacity development

- Provide advice, support, and recommend assistance to project management in regard to crafting of log frames, concurrent monitoring of indicators, targets, and evaluation leading to learning for the next program cycle.
- Organize and provide training in MEL approaches for the CDRI team.
- Recommend and develop strategies to measure the performance of the projects, including mechanisms for collection and verification of performance data.

4. Lessons learnt

- Establish processes for capturing and disseminating knowledge and best practices within the organization. Facilitate learning sessions and promote a culture of continuous learning.
- Work with different departments to support the design and implementation of a system to identify, analyze, document, and disseminate lessons learned.
- Ensure proper documentation of lessons learned, success stories, and best practices to support Communication and KM functions of the organization.

5. Quality Assurance

- Ensure the quality and validity of data collected by implementing rigorous data quality assurance measures. Conduct data audits and verification exercises as necessary.

6. External Reporting

- Prepare and submit MEL reports to donors, partners, and government agencies as required.
- Ensure compliance with reporting guidelines and deadlines.
- Perform other duties related to the CDRI as required.

Skills Required

- **M&E Framework Development and Management:** Proficiency in designing and implementing robust monitoring, evaluation, and learning (MEL) frameworks, including the creation of logical frameworks, performance indicators, and defining targets.
- **Data Collection and Analysis:** Expertise in identifying data sources, determining collection methods, and conducting data analysis to track progress and measure impact.
- **Project Management and Coordination:** Strong ability to manage and oversee MEL activities in alignment with the project's goals, ensuring smooth implementation and timely delivery of outputs.
- **Strategic Thinking and Planning:** Ability to align MEL strategies with broader organizational and programmatic goals, and provide strategic guidance to enhance project effectiveness and impact.
- **Capacity Building and Training:** Skilled in providing training, technical assistance, and mentoring to teams on MEL approaches, tools, and systems to build internal capacity.
- **Data Quality Assurance:** Expertise in implementing rigorous quality assurance measures to ensure the accuracy, validity, and reliability of collected data.
- **Effective Communication and Reporting:** Strong report writing and communication skills to prepare clear and concise MEL reports for donors, partners, and internal stakeholders, as well as to disseminate lessons learned and best practices.

Key Competencies

- 1) Technical and Analytical Skill
 - a. Meticulous
 - b. Timeliness

- c. Analytical & Problem Solving
- 2) Delivering Results
 - a. Dependability
 - b. Managing people & process
 - c. Innovation & Resourcefulness
- 3) Engaging & Partnering (Interpersonal / Teamwork)
 - a. Stakeholder Management
 - b. Working Collaboratively
 - c. Appreciate and encourage different culture context
- 4) Leadership
 - a. Able to see Big Picture
 - b. Decision Making
 - c. Inspires, motivates & empowers others.
 - d. Team Management
- 5) Communication
 - a. Willingness to listen and express dissenting views
 - b. Is able to clearly convey ideas and information

Qualifications:

Education Criteria:

- Post-graduate qualification in Monitoring and Evaluation, Statistics, Social Sciences, Development Studies, Economics, or a related field.

Experience Criteria:

- A minimum of 07 years of relevant experience in monitoring, evaluation, and learning within international organizations.
- Proven experience in designing and implementing M&E frameworks, and systems for complex projects or multi-stakeholder programs.
- Strong background in developing and managing logical frameworks, results-based management systems, and data collection methodologies.
- Advanced skills in monitoring, evaluation, feedback, and learning methods; including knowledge of (international) best practices and experience with M&E tools.
- Proven track record of establishing systems for capturing and disseminating best practices and lessons learned.

Reporting Line:

The Senior Specialist – MEL will report to the Lead – GESI (Gender Equality and Social Inclusion) & MEL.

Language Requirements:

- Fluency in oral and written English is required.
- Knowledge of any of the UN official languages will be an asset.

How to Apply:

If you have experience working in a similar capacity and want to make an active and lasting contribution to a global initiative spearheaded by India, please apply through the online application form only on or before the last date: <https://app.cdri.world/career/public/>.

CDRI is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals with disabilities are equally encouraged to apply. All applications will be treated with strict confidence.

CDRI has ZERO Tolerance for sexual exploitation and abuse, any kind of harassment, including sexual harassment and gender / racial discrimination. Any selection, therefore, will be subject to satisfactory reference and background checks.

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