



## JOB DESCRIPTION

<b>TITLE:</b>	Planning, Monitoring, Evaluation, and Learning Global Officer for the Center of Excellence in Climate and Environment (CoE C&E)
<b>UNIT:</b>	Center of Excellence Climate and Environment (CoE C&E) CLAC Executive Direction / Operative Direction
<b>LOCATION:</b>	Latin America and the Caribbean
<b>REPORTS TO:</b>	Director CoE C&E Head Monitoring, Evaluation, and Learning – Fairtrade International Head of Planning, Monitoring, Evaluation, and Learning - CLAC
<b>COORDINATION:</b>	Producer Networks: CLAC, Fairtrade Africa, NAPP. National Fairtrade Organizations: Fairtrade Germany, Max Havelaar France, y Fairtrade Australia – New Zealand

### OVERVIEW:

Fairtrade is an alternative approach to conventional trade and is based on a partnership between producers and consumers. Fairtrade offers producers a better deal and improved terms of trade. This allows them the opportunity to improve their lives and plan for their future. Fairtrade offers consumers a powerful way to reduce poverty through their everyday shopping.

As a result of climate change, in recent years the agriculture sector has seen extreme variability in temperatures and rainfall globally, already adversely impacting crop yields and quality and thus threatening farmers' livelihoods. Linne et. al 2019, analyzed Fairtrade's impact at the producer level on environmentally friendly production, biodiversity conservation, resilience, and adaptation to climate change. The conclusion is that environmental impacts attributable to Fairtrade are rather limited among other causes because Fairtrade's impact on climate change adaptation and mitigation is not sufficiently monitored and measured.

With this frame, The Fairtrade Executive Team (FET) has approved the launch of the Centre of Excellence in Climate and Environment (CoE C&E) at the end of 2021. The CoE C&E aims to serve as a knowledge and innovation hub across the Fairtrade System through the implementation of five workstreams - i.e., Strategic System Development; Capacity Building; Offer to Business C&E, Advocacy C&E; and Research and Innovation. As a result of the work on Strategic System Development, the Global Climate and Environment Strategy 2022-2025 was approved: to increase Fairtrade's contribution to climate change adaptation and mitigation.

For these reasons it is necessary to strengthen the planning, monitoring, evaluation & learning capacities in coordination with the FI Monitoring, Evaluation & Learning unit, Producer Networks (PNs) MEL Units, and relevant National Fairtrade Organizations (NFOs). Strengthening the Fairtrade system will drive institutional learning and effectiveness through robust monitoring and evaluation systems to improve the analysis and communication of high-quality data and information about Fairtrade and its impacts.



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#### **OBJECTIVE/PURPOSE:**

The Planning, Monitoring, Evaluation, and Learning Officer for the Centre of Excellence in Climate and Environment is responsible for the development and implementation of an effective evaluation and learning, based on the Fairtrade Monitoring, Evaluation & Learning (MEL) Global Operational Plan.

#### **PRINCIPAL ROLES AND RESPONSIBILITIES:**

##### CoE C&E implementation

- Coordinate the monitoring processes to generate key data for the CoE C&E in the production networks and relevant NFOs.
- Support the CoE C&E operational planning process with methodologies and tools.
- Propose and implement tools to improve data gathering, analysis of data, and transfer of information to support CoE C&E decision-making.
- Carry out analysis and dissemination of results requested by the CoE C&E.
- Contribute to systemic analysis and monitoring to generate recommendations.

##### MEL strategy implementation

- Supports Monitoring & Evaluation staff in producer networks in implementing their work and contributing to the implementation of the global plan.
- Coordinates with other relevant teams to support them on MEL needs and ensure their support and input into Fairtrade's MEL program.
- Supports the development of project-based MEL frameworks and activities.

##### Monitoring and evaluation

- Ensures the development of appropriate monitoring indicators based on the Fairtrade Theory of Change.
- Ensures the evaluation processes complement regular monitoring effectively. Supports the development of sample-based monitoring through innovation activities.
- Share expertise on evaluation methodologies for understanding Fairtrade impacts.
- Develops high-quality and timely internal and external reports based on MEL data.
- Develops and commission a meta-analysis of Fairtrade impact requested by the CoE C&E.

##### Communication and Learning

- Developing good quality communications outputs based on the findings of indicators.
- Supports the development of effective learning systems and approaches within Fairtrade.
- Prepares reports of findings from the evaluation and ensures they feed into the system-wide planning process.
- Supports the development of high-quality fundraising proposals by ensuring that MEL activities are represented appropriately.

#### **SKILLS REQUIRED<sup>1</sup>**

##### Level of education

- Master in economics, agriculture, development, or another field of study. **(M)**

<sup>1</sup> Requirements marked with "M" means are Mandatory



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#### Knowledge / Job-Specific Competencies (M)

- 3-5 years of experience with demonstrated results conducting monitoring and evaluation including qualitative and quantitative data collection and analysis.
- Minimum 2 years of experience working in a developing context.
- Experience writing evaluation reports and briefs, organizing dissemination events, and presenting findings.
- Experience in training and providing capacity-building support in Monitoring & Evaluation.
- Experience in developing and managing tools for online and offline research data collection.
- Knowledge in advanced statistical analysis, data science, or similar such as Excel, R, SPSS, STATA Power BI visualization tools, and Tableau, among others.
- Design software for online and offline data collection tools such as ODK, Survey CTO, Key Survey, or similar.
- Languages:
  - o Fluency in Spanish and English (mandatory)
  - o Proficiency in French will be an advantage.

#### Professional Skill Requirements

- Excellent interpersonal, written, and verbal communication skills.
- Analytical, research, writing, and presentation skills.
- Excellent cross-cultural communication skills and capacity to make complex issues easily understandable.

#### Personal Qualities

- Ability to manage a complex and varied workload.
- Results-driven and solution-oriented.
- Capacity to work independently within a given framework and guidance.
- Collaborative and team-working approach.
- Ability to work with multiple stakeholders from different perspectives and contexts and cultures.

#### **TERMS AND CONDITIONS:**

- This is a full-time position, working from home 100% of the time.
- The office language is English and Spanish.
- Salary according to experience and CLACs salary scales.
- Starting date: as soon as possible.
- Day off and holidays according to CLACs policy.

#### **APPLICATIONS:**

- Please apply by email only, in English, with Curriculum Vitae and Motivation Letter detailing salary expectations to [talentohumano@clac-comerciojusto.org](mailto:talentohumano@clac-comerciojusto.org) citing “**MEL Global Officer C&E**” in the subject line.
- Deadline for applications is **April 25<sup>th</sup>, 2023.**