



## Job Description

# Project Officer - Research/Monitoring & Evaluation ECLT Foundation (ECLT)

### Overview of ECLT

**Purpose:** The Elimination of Child Labour in Tobacco Growing (ECLT) Foundation is dedicated to the eventual elimination of child labour from the tobacco supply chain. ECLT is a multi-stakeholder partnership, created in 2001 by major companies associated with tobacco, key labour unions and associations of growers. The International Labour Organization serves as an advisor. ECLT is based in Geneva and is currently active in Malawi, Mozambique, Tanzania, Uganda and Zambia, as well as in Kyrgyzstan and in the Philippines.

**Background/Context:** ECLT works in countries where significant levels of child labour are used in tobacco-growing and harvesting. The Foundation collaborates in these countries with national and sub-national partners – with government, NGOs and with organizations from the private sector – on developmental projects designed to reduce/eliminate child labour. Usually, these projects are implemented in limited geographical areas and are for a period of three years. The Foundation has an average annual expenditure of US\$ 4.8 million. ECLT's first projects began in 2002.

A considerable body of experience and 'lessons learned' has already been acquired, and significant achievements have been made as a result of the Foundation's work to date. In developing plans for the future there is a determination to enhance impact through improved programme design and management, and to be able to validate results through better research, monitoring and evaluation. There is also a desire to build greater levels of sustainability into all of the projects. Some strategies to achieve these goals have already been identified: development of a unified, sound business model (i.e. a quality programme design), identification and documentation of good practices, closer review of partners' operations and greater use of key performance indicators.

**The Office:** The ECLT Foundation is a small organization, with an Executive Director, a Programme Manager, two Project Officers (Research/M&E and Communications), an Office Coordinator/Technical Assistant and a part-time Finance Officer. Other services are

contracted as and when necessary. The Foundation's Board of Directors is composed of representatives of major tobacco companies, unions and growers' associations and there is also a number of honorary members and advisors.

### **Job Description: Main Duties and Responsibilities**

Improved research, monitoring and evaluation will help ECLT achieve its organisational goals and increase the impact of its work. The Research/M&E Officer is responsible for overall strategy development and specific guidance on research and M&E during implementation of related activities, both to partners and to other ECLT staff members. The Research/M&E Officer will support partners' research activities (including the conduct of baseline surveys) and their M&E activities, with technical guidance and critical review. It is of key importance to the Foundation, that ECLT is able to assess the overall impact and the effectiveness of individual programme strategies.

Other critical tasks for the ECLT Research/M&E Officer are the establishment of a unified M&E system (and ensuring it is implemented effectively by partners), and the rigorous review of research and data to allow informed decision-making concerning the continuation of current, and the initiation of new programmes.

The Research/M&E Officer will be based in the Foundation offices in Carouge, Geneva, and will be expected to be in the field on mission for approximately 35 - 45% of total work time.

#### **Review of existing research and data:**

- For each of the countries and geographical areas where ECLT works, systematically review existing reports, research and data (both quantitative and qualitative) on child labour in tobacco-growing and processing.
- Using this information, identify critical gaps in research and formulate appropriate/adequate M&E indicators for projects aiming to reduce child labour in tobacco-growing.
- Using this information, assess if the incidence of child labour in different areas has already been sufficiently accurately understood and quantified to justify existing or future ECLT support to projects in those areas.
- Prepare analytical reports for both ECLT Board and staff, presenting findings and recommendations in the light of the above.

#### **Assisting existing ECLT supported projects:**

- Review existing or proposed project research and M&E activities for each ECLT-supported project and assess their feasibility and appropriateness.
- Assess the capacities of the project partners to undertake these activities.
- Using this information, support and assist the project partners to manage these activities effectively, with a view to strengthening the impact of the project and gaining 'lessons learned'.

- If necessary, in collaboration with partners, re-formulate research and M&E activities and train partners in appropriate techniques.
- Monitor the conduct of the project from an M&E viewpoint and where necessary highlight needed improvements to partners.
- Review research and M&E reports provided by partners and give feedback.
- Prepare analytical reports for both ECLT Board and staff, presenting findings and recommendations in light of the above.

**Assisting new ECLT-supported projects:**

- Work with the Programme Manager and existing partners to develop a common reporting template that provides clear and cumulative information about time-specific achievements.
- Work with new and existing partners to help them develop clear and measurable goals and objectives, and where possible in line with common indicators, in the development of new project proposals.
- Work with partners to identify and formulate relevant research and M&E activities.
- For most new projects, ECLT will need to support partners to undertake a baseline study. Other formative research may also be needed to test assumptions and to orient the project correctly. Mapping may also be undertaken. The Project Officer will support the development of research protocols, with technical support in the conceptualisation and design phase, the examination of appropriate methodologies, together with the identification of potential consultants or institutions to undertake the needed research, and the assessment of their different skills and capacities. The Project officer will monitor the progress of the data collection, analysis and interpretation of the data.
- Throughout the progress of the project, support, assist and monitor the research and M&E activities and where necessary highlight needed improvements to partners.
- Review research and M&E reports provided by partners and give feedback.
- Prepare analytical reports for both ECLT Board and staff, presenting findings and recommendations in the light of the above.

**Develop a unified monitoring system:**

- Develop a unified monitoring system, with associated database, that can provide periodic (quarterly/annual) reports that show overall partner progress against common agreed indicators.

**Data management:**

- Develop data management systems to ensure all information collected and processed is readily accessible for other members of ECLT.

**Information and advocacy:**

- Identify information and data from research and from ECLT-supported projects which can be presented to stakeholders to gain greater understanding of the challenges

inherent in child labour issues and which will validate the lessons learned and the successes of ECLT-supported projects.

**Opportunities for collaboration:**

- Examine opportunities for collaborative research, with other stakeholders or external institutions, with a view to gaining greater insights into the child-labour situation and/or to be able to undertake more extensive and rigorous research than ECLT has the resources to undertake on its own.

**Management of the Foundation:**

- Contribute to the proper management of the Foundation, together with the Executive Director and other staff members, in such matters as timely preparation of documents and presentations required for the Board, arrangement of special events (e.g. Partners' workshop), preparation of the Annual Report and other regular administrative/organizational matters.
- Assist the Executive Director in any other relevant duties to support the management of the Foundation.

For full JD and more information on ECLT, see: [www.eclt.org](http://www.eclt.org)

**Qualifications: Education**

Advanced University degree in social research techniques and applications.

**Qualifications: Experience, competencies and skills**

- At least five to seven years of progressively responsible professional work experience at national and international levels in appropriate research, and effective monitoring and evaluation, for human development projects in developing countries.
- Current and in-depth knowledge of child-labour issues, policies and international standards. Good understanding of child protection issues. Understanding of social, political and economic issues facing tobacco-growing communities would be a considerable advantage.
- Proven ability to conceptualise, plan, and manage social research in demanding circumstances.
- Proven ability to review and examine monitoring and evaluation activities, with the purpose of both ensuring 'value for money' and to support and strengthen partners' capacities.
- Good understanding of both qualitative and quantitative research methods, and of monitoring and evaluation techniques, which are appropriate and workable in developing country contexts.
- Proven ability to work with and build consensus among a wide range of partners, including government, NGOs and CSOs, industry, unions academic and professional organizations, media, and networks in the child protection field.

- Very strong computer skills: high level of computer literacy required, including being fully conversant with SPSS and all MS Office applications.

**Personal qualities:**

- Demonstrable ability to work with minimum supervision, to drive forward work, to take appropriate initiatives and to be a 'self-starter'.
- Very good organisational skills.
- Ability to adapt to constant change and take initiative.
- Ability to work in a team and a multicultural environment, and establish harmonious and effective working relationships, both outside and within ECLT.
- Keen to adapt and learn from new situations, with the ability to be self-critical.
- Ability to prioritise and work under pressure, and willingness to (sometimes) work long hours.
- Ability to maintain confidentiality.

**Values:** Humanitarian values, integrity, trust, respect, loyalty, transparency.

**Languages:** Fluency in English. Fluency in French would be an advantage.

**Terms and Conditions**

- Swiss and EU citizens, and those who hold a valid work permit for Switzerland, are strongly encouraged to apply.
- ECLT is an equal opportunities employer.
- The appointment will be indefinite, subject to an initial three-month probationary period. A three-month notice period will apply to both the employer and employee.
- The salary will be competitive within the Geneva environment, and is negotiable, depending on previous experience.
- Starting date: As soon as possible.

**Applications:** Please send a letter of application explaining how your qualifications and experience equip you for this job, together with your CV, to: [eclt-jobs@eclt.org](mailto:eclt-jobs@eclt.org)

When applying, please state the appropriate job title in the subject line of your application. It will also be most helpful to know where you first saw this job advertised.

Closing date for applications: 27 May 2010.

This job was recently advertised with a closing date of 28 February 2010. We are now re-advertising, with the new closing date given above. If you already applied for this job, please do not re-apply. Applications from candidates who have been short-listed from the first round of advertising are being carried forward to the next phase of the process.

Please note: Only short-listed candidates will be contacted after the closing date. This means that if you have applied and have not heard anything from us within two weeks after the closing date, you can assume that your application has not been successful.