



Berlin Process Summit 2024 10th Anniversary

Job code: M&EO/WB6

Position: Monitoring and Evaluation Officer

Work base: RYCO Head Office, Tirana, Albania

Deadline for applying: October 16th, 2024

Expected beginning of the contract: November 15th, 2024

Duration of the contract: 12 months, with the possibility of extension as per the project duration

Status in RYCO: Project Staff

Background:

The Regional Youth Cooperation Office (RYCO) is an independently functioning institutional mechanism, founded by the Western Balkans six Contracting Parties (WB6): Albania, Bosnia and Herzegovina, Kosovo¹, Montenegro, North Macedonia and Serbia, aiming to promote the spirit of reconciliation and cooperation between youth in the region through youth exchange programs. The Agreement on the Establishment of RYCO was signed by the WB6 Prime Ministers at the Paris Summit, on 4 July 2016, within the Berlin Process.

Our Mission:

- Supporting the regional exchange of youth, and their sharing of ideas, as a ground for future cooperation prospects in our region, based on the values of co-existence, tolerance and respect for human rights and diversity, as well as commitment to inclusion and security.
- Stepping up regional cooperation among youth and youth-dedicated institutions and ensure implementation of joint programs for young people with the focus on the principles of democratic governance, sustainable economic development, education and innovation,
- Coordinating youth cooperation in the Western Balkans.

RYCO has entered a multi-donor partnership jointly co-financed by the European Union and the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

The project contributes to the overall objective of increasing skills and knowledge of young people in the Western Balkans by enhancing education systems and promoting cooperation in the region through the specific objective of strengthening capacities of RYCO and establishing a regional school exchange scheme. For more detailed information, please click [here](#).

Job Description:

The Monitoring and Evaluation (M&E) Officer will work under the supervision of the Head of Programs and will be responsible for designing, supporting and strengthening RYCO monitoring

¹ This designation is without prejudice to positions on status and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.



Berlin Process Summit

2024
10th Anniversary

and evaluation systems and practices, as well as generate evidence-based feedback for RYCO program design and project planning. In his/her work, the Monitoring and Evaluation Officer will communicate and coordinate regularly with the Head of Programs, Project Managers, RYCO Head of Local Branch Offices and all other departments and units in the RYCO Secretariat. The Monitoring and Evaluation Officer ensures regular feedback collection from the Project Officers based in the six RYCO Local Branch Offices (LBOs) and other project staff. On this basis, he/she is responsible for suggesting adaptations to project design and implementation. The M&E Officer, in collaboration with the Head of Programs, Project Manager and Program Coordinator, ensures that learning is shared across the organization and informs RYCO's activities and program development. All duties performed by Monitoring and Evaluation Officer will be in line with RYCO rules and procedures, as well as donor requirements.

Main responsibilities:

- Design and execute comprehensive M&E methodology for projects, M&E work plans and data collection tools for RYCO's activities and the activities of RYCO's beneficiaries.
- Contribute to the design of the M&E framework for RYCO's 2024-2026.
- Accompanies and coordinates the implementation of the M&E methodology after its development and testing.
- Ensures that M&E is strongly factored into all projects, especially Superschools, and all future RYCO project proposals.
- Builds the capacities of RYCO staff to apply M&E developed tools, and mentors staff on application of these tools.
- Reviews and revises the M&E tools and methodology, collects inputs and recommends future interventions.
- Ensures that M&E tools are tailored to the reporting requirements of the funding partners and facilitates the use of M&E data in reporting.
- Takes part in development of the future RYCO Research, Learning and Evaluation Unit (REL).
- Supports project/program staff on capturing information, organizes and shares it across RYCO.
- Ensures effective mainstreaming of gender and diversity through means of M&E.

Requirements:

- Nationality of one of the WB 6 Contracting Parties.
- Bachelor's degree with minimum three (3) years of higher education in human, social, or political sciences or related field.
- At least four (4) years of evidence-based experience in Monitoring and Evaluation (including development and roll-out of M&E methodologies) with international/regional/local governmental or non- governmental organizations.
- Additional education/training on M&E topics is an asset.
- Experience in designing tools for data collection and analysis, as well as establishment of quality Monitoring and Evaluation system for organizations and projects.



Berlin Process Summit 2024 10th Anniversary

- Experienced in annual evaluation and analysis of the implementation status of the measures resulting from the RYCO functional analysis (improved regional cooperation, e.g. development of standard processes, organisational structure) and their reflection in the annual final reports and RYCO action plans.
- Good understanding of the Western Balkan Six context (social, economic and political environment).
- Experience and ability to work in intercultural environments.
- Good level of conceptual, strategic thinking.
- Good organizational, research, negotiation and analytical capabilities.
- Ability to identify, obtain and analyze information from a variety of sources.
- Good analytical and computer skills.
- Proficiency in English.
- Experience in designing tools for data collection and analysis, as well as establishment of quality Monitoring and Evaluation system for organizations and projects.
- Previous experience in youth, school system, intercultural and reconciliation related projects is an asset.

Interested and qualified candidates need to enclose following documents to the application:

- CV ([Europass](#) CV format).
- Scanned copy of higher education degree (if shortlisted for the position).
- Scanned passport copy (if shortlisted for the position).
- Two written recommendation letters (if shortlisted for the position).

The Application including all documents shall be in English. Additional documents may be required for shortlisted candidates. Applications can be submitted through RYCO's ERP System [Job Apply \(rycoerp.org\)](https://rycoerp.org) no later than October 16th, 2024!

The recruitment process consists of a written assignment and a panel interview. Only the shortlisted candidates will be invited to take the written assignment and afterward invited for an interview.