

sequa gGmbH is a globally operating non-profit development organisation. Since 1991 sequa has carried out international cooperation programmes and projects in close collaboration with the German and European private sector. sequa offers know-how and long-term experience in capacity development for chambers and associations (BMOs), vocational education and training, private sector development and trade promotion. The organisation is based in Bonn, Germany. sequa employs more than 100 persons (2021) and reported a turnover of EUR 41 m in 2020.

We are offering a project-based assignment as

Technical Expert on Monitoring and Evaluation (m/f/d)

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|--------------------|-------------------------------------|
| Location: | Lima, Peru |
| Assignment Period: | February/March 2022 – November 2025 |
| Project: | AL-INVEST Verde. Component 1 |

The Programme

AL-INVEST Verde is an EU financed programme which will mobilise EU know-how and investment in support of building alliances with the private sector in Latin America. The objective is to promote sustainable growth and jobs creation by supporting the transition towards a low-carbon, resource-efficient and a more circular economy in Latin Americas (LA). Main approach is the sub-granting of partnership projects between Business Membership Organisations and Think Tanks in EU and LA as well as direct action of the implementing consortium which will facilitate the imperative utilisation of more resource efficient and low carbon production models also through innovation and digitisation at SME-level. The programme has a volume of EUR 31.25 m and a duration of 48 months. Jointly with 6 partner organisations, sequa has been awarded the implementation of Component 1 of the AL-INVEST Verde programme. Programme implementation started on 1 December 2021.

Tasks / Responsibilities

Technical inputs

- Contribute to the analytical inception phase and provide technical inputs together with the Team Leader as regards monitoring and evaluation related content and tools as well as systems, considering material and contents generated by the consortium partners
- Contribute to the e-monitoring system and lead on improvement
- Contribute to the development/ organisation of online seminars (if applicable) with external resource persons on monitoring and evaluation subjects of common interest to all implementing consortia
- Elaborate case studies, tools, best practices etc. based on the consortium's experiences

Job Announcement

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Coordination, events, communication and public relations

- Contribute to the exchange of information and expertise among programme and project partners
- Assist the Team Leader in fostering synergies and complementarities with other relevant projects in the region, donors and institutions
- Assist the Team Leader in organising networking events with various stakeholders including other donors and projects
- Support and contribute to communication and visibility activities
- Lead the set-up of the programme web portal for monitoring and reporting
- Provide technical content for the website and social media

Management of Calls for Proposals

- Assist the Team Leader in managing the publication of call for proposals, including info-sessions and communication activities
- Participate in the evaluation committee of project proposals emanating from the Calls for Proposals

Support, monitoring and coaching of partnership projects

- Develop the monitoring system for the partnership projects
- Contribute to the supervision and monitoring of around 67 partnership projects
- Support the organisation of training/planning workshops,
- Advise partnership projects on their monitoring systems
- Contribute to the overall programme monitoring and reporting system
- Ensure that at any given time the status of indicator achievement is available and as up-to-date as possible
- Ensure synergies, complementarity and coordination between partnership projects in the respective countries and/or regions
- Quality assurance of reports submitted and managerial coaching of partnership projects
- Technical coaching of the partnership projects and other projects in the respective countries

Reporting, admin tasks

- Contribute to the technical reporting
- Support the Team Leader in the preparation of meetings

Your Qualification / Skills / Experience

- University degree in economics, management, evaluation or similar relevant field
- At least 10 years of professional experience
- Fluent in Spanish and English, Portuguese would be an asset

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- Good communication skills and intercultural skills
- Highly self-motivated
- Organisational skills and ability to manage deadlines
- The Expert shall have a minimum of 5 years of full-time experience (i.e. after formal education) in the field of monitoring and evaluation in international projects.
- Interest in the topics of green and circular economy
- She/He will have demonstrated experience and skills in know-how transfer, capacity building and/or training.
- Very good user knowledge of MS Office programs

Please send us a cover letter, your CV in the EuropeAid format, relevant resumes, and your salary expectation. Please use the English language. The CV template can be downloaded from our website.

Subject to comparable qualification handicapped persons will be preferred.

Please send us your application by **no later than 5 January 2022** to manuela.borkenhagen@sequa.de