

# Vacancy Announcement – MEL Specialist, Decarbonising Humanitarian Energy Multi-Partner Trust Fund (DHE MPTF)

**Division/Programme Unit:** Division for Peace, PTPU

**Project title:** Decarbonising Humanitarian Energy Multi-Partner Trust Fund (DHE MPTF)

**Duty Station:** Geneva, Switzerland

**Title (Individual Contractor):** Monitoring, Evaluation and Learning (MEL) Specialist

**Application deadline:** 30 May 2025

**Expected start date:** 30 June 2025

**Area of Specialization/Thematic Areas:** Monitoring, evaluation and learning (MEL)/Decarbonisation, sustainable energy and energy access in humanitarian contexts

## Overview:

The United Nations Institute for Training and Research (UNITAR) houses the secretariat of the Decarbonising Humanitarian Energy (DHE) Multi Partner Trust Fund (MPTF). The role of the DHE MPTF is to design, establish, and facilitate a Centralised Clean Energy Service (CCES) that takes a country-wide approach to supporting humanitarian actors in energy efficient, sustainable energy transitions in order to reduce reliance on costly diesel and reduce greenhouse gas emissions. The programme will position this support to further facilitate energy access for displaced and host communities in humanitarian settings.

The DHE programme is delivered by UNITAR, UNDP and NORCAP' (referred to as the DHE Programme Partners (PPs)). The programme aims to: decarbonise and create energy access; support a simplified involvement of the private sector to increase its investment capacity; coordinate the grouping of multiple projects together ("bundling") to achieve economies of scale and unlock innovative financing mechanisms; open opportunities to improve energy access to the displaced and local host communities; and produce a suite of evidence-based communications materials that promote lower carbon operations.

The CCES offerings will most fundamentally provide technical support to interested humanitarian clients (referred to as Energy Transition Partners or ETPs), including site energy audits and site-specific business cases. The CCES will further provide support and counsel on moving forward with business cases by addressing key structural barriers to unlock project viability, including bundling costly procurement for small, remote projects and addressing the early termination clause in humanitarian contracts.

Further information is available in the fund's Terms of Reference, available here [link](#).

## General objectives of the contract:

The Monitoring, Evaluation and Learning (MEL) Specialist supports the secretariat of DHE MPTF to develop and implement fund-level strategies, guidelines and processes to ensure effective monitoring, evaluation and learning practices are in place to assess the performance, impact, and outcomes of the DHE programme, enable results-based management and evidence-based learning.

The MEL Specialist will develop, implement and oversee the necessary frameworks, systems and tools to ensure that the DHE programme's MEL activities enhance accountability, inform decision-making, and improve programme effectiveness to deliver the fund's strategic impact and support systemic change. This role will also facilitate learning and knowledge sharing among stakeholders involved in the DHE programme.

### **Responsibilities/description of professional services:**

The MEL Specialist provides expertise and support to the secretariat team in monitoring and evaluation, results-based management and impact assessment within international development, humanitarian, pooled funding and sustainable energy/energy access initiatives. The primary elements of this support include the development and/or update of the fund's ToC, MEL Framework, results-based reporting and management systems, data collection methodologies and evaluation processes in alignment with the requirements of the MPTF and fund donor(s). The role is required to demonstrate expertise in framework development, data-driven analysis, and fostering learning cultures in complex, multi-stakeholder environments.

The MEL Specialist is required to collaborate with the DHE Programme Partners, Implementing Organisations, other MPTFs, the MPTF Office and wider stakeholders in the humanitarian, sustainable energy and energy access sectors.

The main responsibilities of the role are:

#### **1. Provision of advice and support to DHE MPTF secretariat for programme monitoring, evaluation and learning**

- Support the development and/or update of the key MEL elements of the DHE fund including the ToC, MEL Framework, performance indicators, log frames, and any associated processes.
- Establish standardized templates and tools for use across the fund where appropriate to support portfolio-wide analysis and reporting.
- Support the review and potential update of the current DHE ToC.
- Establish an effective a MEL Framework for the DHE to integrate project-level outcomes and outputs into a consolidated fund-level framework to monitor and evaluate contributions to the fund's overall impact, including links to SDG outcomes, ensuring that the MEL Framework meets the requirements of the MPTF Office and the fund's donor(s).
- Review and update if necessary the fund's performance indicators with baselines, targets and means of verification to monitor and report on the performance of the DHE fund, consolidating results from projects delivered by implementing partners with a focus on transparency, efficiency and effectiveness. These indicators will be used to provide fund- and project-level transparency through the reporting of all relevant MPTF documents on the public Gateway, including narrative and financial reports.
- Support evaluations or reviews of the DHE and subsequent implementation of recommendations.
- Develop a fund-level MEL work plan and reporting schedule to effectively manage fund-level MEL activities.
- Define roles and responsibilities for the DHE's MEL activities including timelines, format, content, frequency, source(s) of data.
- Contribute to the production of summary information for presentation to the fund's Steering Committee to provide clear and concise updates on the fund's overall progress and provide insight for effective decision making and corrective actions.
- Serve as the DHE MPTF's evaluation focal point, remaining abreast of latest development and professional norms, standards, tools and methodologies.

#### **2. Support to DHE Partner MEL activities including programme design, implementation, reporting and evaluation**

- Provide technical advice to DHE implementing partners at the proposal stage of projects to support their alignment with the ToC and MEL Framework.
- Establish effective mechanisms for monitoring and evaluating DHE project implementation from a fund perspective including periodic reviews, annual and end-of-project reporting, and regular reporting for programme management purposes. This includes provision of evaluation feedback into project/programme design and follow up on implementation of evaluation recommendations.
- Develop and deliver training on the DHE's MEL systems, tools and methodologies for implementing partner projects, where required.

### 3. Advise on Data Management and Analysis

- Establish effective tools to increase and strengthen the quality, accessibility and availability of fund data and provide guidance on analysis and visualisation data for stakeholders.
- Ensure that systems are in place so that meaningful and verifiable data is collected and managed for the monitoring, evaluation, and learning needs of the fund.
- Support DHE MPTF secretariat team in extracting, analysing and presenting data as required for donor or partner reporting.

### 4. Facilitate Evidence Generation and Lessons Learned

- Develop processes to identify and synthesise lessons learnt and best practices emerging from the across the DHE fund to be integrated into broader DHE knowledge management
- Facilitate on-going sharing of best practice across DHE projects
- Support the secretariat and DHE implementing partners on undertaking lessons learned analysis and documenting impact stories, especially on innovative solutions,
- Facilitate and coordinate cross-fund learning activities to foster knowledge exchange where required.

The MEL Specialist performs other duties within their functional profile as deemed necessary for the efficient functioning of the DHE MPTF and the secretariat.

#### Measurable outputs/deliverables/schedule of deliverables:

- Provision of specific MEL deliverables/outputs suitable for the DHE MPTF fund structure, within timelines to be agreed with the immediate supervisor including:
  - Review and updates to the fund's Theory of Change, including Performance Indicators
  - MEL Framework
  - MEL Work Plan
- Successful development and implementation of a robust MEL approach for the DHE fund

#### Performance Indicators for evaluation of results:

- Quality and timely submission of deliverables.
- Activities implemented with a high degree of effectiveness and efficiency, demonstrating a high degree of professionalism of the Individual Contractor, and contributing to the effective functioning of the secretariat and the wider DHE fund.

#### Required Qualifications and Experience

- Advanced university degree in International Relations, Project Management, Economics, Social Sciences, or other relevant discipline.
- Minimum 7 years of relevant professional experience relating to MEL at an international level in the humanitarian, international development, and/or sustainable energy sectors including at least three years with direct responsibility for managing MEL systems. Proven

experience in monitoring complex projects and multi-country programme implementation is required. Experience at the UN, or at similar international or bilateral organizations will be an advantage.

- Specialist knowledge and experience in the area of MEL methodologies and approaches including the planning, design, and implementation of MEL systems for large-scale development, humanitarian or energy access programmes
- Excellent analytical, communication, writing, and presentation skills
- Ability to work in multidisciplinary team
- Conversant with standard office computer software and basic database software (Access, Excel, etc.) suitable for MEL data management.

**Languages:** Fluency in oral and written English is essential; knowledge of a second official UN language is an advantage.

**Reporting structure:** The Individual Contractor will report to the Head of Secretariat for the DHE MPTF.

**Duration of contract:** 5 months, with possible renewal depending on funding availability and evaluation of performance

**Location of contract:** The Individual Contractor may work remotely from any location, but ideally would be in Geneva, or within +/- 3 hours of Geneva time, or willing to align his/her work hours with central European time zone. Applicants from the Global South and people with lived experience of displacement are encouraged to apply for this position.

### Application Process:

Applicants should submit an up-to-date CV and a one-page (maximum) motivation letter to [energy@unitar.org](mailto:energy@unitar.org) with the following email subject line "**MEL Specialist, Decarbonising Humanitarian Energy Multi-Partner Trust Fund (DHE MPTF)**" by 17:00 CET 30 May 2025. Please submit applications letter as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement.

*Due to the high number of expected applications, UNITAR will only contact the shortlisted applicants.*

**UNITAR shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs (Charter of the United Nations - Chapter 3, article 8). Priority will be given to the applicants from the under-represented regions at UNITAR.**

COORDINATED BY:



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