Monitoring, Evaluation, and Learning Officer

Synergía - Initiatives for Human Rights is a human rights nongovernmental organization. While the organization was established in 2017, its team of human rights defenders based in the US, Latin America, Africa, and Europe has been leading in the field for two decades. Its board is composed of human rights experts and skilled professionals who have been leaders internationally for decades. Synergía seeks to protect and promote the human rights of all people – particularly those whose rights are most systematically and egregiously violated. Synergía partners with local civil society organizations (CSOs) and human rights defenders (HRDs) to advocate for human rights across Latin America, the Caribbean, and Sub-Saharan Africa, blending capacity strengthening and grassroots re-granting in three interrelated and interdependent thematic areas of work: movement building, security and protections, and rights and advocacy.

Synergía is seeking a motivated and skilled **Monitoring, Evaluation, and Learning (MEL) Officer**. Reporting to the Director, Strategic Engagement and Partnerships, the MEL Officer leads the design, roll-out, and continuous improvement of Synergía's approach to monitoring, evaluation, and learning, using a nested approach that connects organization-wide results to program, project, and subaward-specific MEL plans. The resulting data and analysis strengthen Synergía's programs and its engagement with donors, and help ensure that proposals, reports, and donor conversations are grounded in credible results.

Essential Duties and Responsibilities:

The MEL Officer:

- Designs, documents, and maintains Synergía's organizational results framework (theory of change, outcomes, core indicators) aligned with the strategic plan, together with program-level M&E plans, indicator reference sheets, a data dictionary, and the MEL manual that make the system usable by others;
- Sets standard templates and minimum requirements for subaward M&E plans, and reviews and approves each subawardee's plan at award stage so that its indicators roll up to the relevant program plan;
- Reviews donor-required indicators and reporting requirements at proposal stage, aligns them with organizational indicators to minimize parallel reporting, maintains a mapping of donor indicators to Synergía's own, and advises on the data collection needed to report credibly;
- Reviews program and subaward MEL data for completeness, accuracy, consistency, and timeliness, following up with staff and partners to resolve issues; runs periodic data quality assessments, including spot checks; and manages MEL data systems and tools, recommending improvements;
- Ensures ethical, secure, and do-no-harm handling of data, with particular attention to the safety of human rights defenders, partners, and survivors of human rights violations in restrictive and criminalized environments;
- Supports development and program teams in preparing the results sections, indicator tables, M&E plans, and data annexes of donor proposals and reports; consolidates program and subaward data into portfolio-level results for donor reports, annual reports, Board presentations, and team reviews; and analyzes progress against targets, variances, and Synergía's contribution to observed changes, including outcome data, examples, and short case summaries for donor and partner materials;
- Supports the planning and implementation of internal evaluations of major programs and grants, with a focus on qualitative and participatory methods suited to human rights work (e.g., outcome harvesting, most significant change, case studies) alongside quantitative indicators; drafts terms of reference for and coordinates external evaluations required by donors; and facilitates reflection sessions with staff and

partners, tracks uptake of recommendations, and shares portfolio results and learning with leadership and program staff to inform program and strategic planning;

- Trains and coaches staff on the MEL system, indicator use, data quality, and documenting and communicating results; supports subawardees in developing and implementing their MEL plans, adapting tools to partner size and context; and contributes MEL components, guidance, and training materials to Synergía's broader capacity strengthening work with partners;
- Supports program implementation, development, and relationship building with other organizations as needed; travels internationally when required; other duties as assigned.

Qualifications and skills:

A successful candidate must have:

- Bachelor's degree in a relevant field (e.g., development studies, human rights, social science, public policy, statistics), or equivalent experience, required;
- At least three years of MEL experience in international development, human rights, or civil society programs, including at least two years designing M&E frameworks and/or carrying out evaluations, and demonstrated commitment or experience with human rights, required; experience with grant-making or subaward portfolios (including reviewing partner M&E plans and aggregating partner data) and experience reporting to institutional or government donors preferred;
- Excellent speaking and writing skills in English required; fluency in another Synergía operating language (Spanish, French, or Portuguese) preferred;
- Strong data analysis skills, including descriptive statistics (advanced Excel at minimum) and the ability to present findings clearly to non-specialists;
- Excellent organizational skills; detail-oriented, with strong problem-solving skills and the ability to multitask, work remotely with little on-site support, and work effectively without standardized processes; experience living and working with diverse cultures and socioeconomic conditions strongly preferred;
- Ability to make international trips, when required.

Compensation: Compensation will be commensurate with experience. Synergía – Initiatives for Human Rights offers its team excellent benefits, including health insurance, life insurance, short-term and long-term disability insurance, a retirement plan, and generous allocations of vacation, sick leave, and holidays. The final compensation and benefits package will depend on the terms of engagement and the candidate's location.

Location: Remote.

To apply: Email a cover letter, together with a resume, and two references to contact@synergiaihr.org by November 30th, 2026. Indicate in the subject line "MEL Officer." Only candidates selected for an interview will be contacted.

Synergía – Initiatives for Human Rights is an equal opportunity employer. Synergía makes all hiring and employment decisions, and operates all programs, services, and functions without regard to race, receipt of an order of protection, creed, color, age, gender, gender identity, gender expression, marital or parental status, religion, ancestry, national origin, amnesty, physical or mental disability, protected veterans status, genetic information, sexual orientation, immigrant status, political affiliation or belief, use of family and medical leave, military and family military rights, ex-offender status (depending on the offense and position to be filled), unfavorable military discharge, membership in an organization whose primary purpose is the protection of civil rights or improvement of living conditions and human relations, height, weight, or HIV status.