

DIGITAL DEFENDERS PARTNERSHIP SEEKS A

Project Officer Design, Monitoring and Evaluation for Accountability and Learning (DMEAL)

Digital Defenders Partnership, a programme hosted by HIVOS, seeks a new team member to support us with our DMEAL efforts;

- **Region:** Global.
- **Location:** Remote; starting A.S.A.P. contract for one year, with the possibility to extend.
- **Hours:** 32 hrs/week.
- **Deadline:** 8 March 2023.

Are you committed to defending human rights offline as well as online? Do you have working experience in designing fundraise proposals, reporting to back donors and other monitoring and evaluation activities? The DDP team would love to have you as a colleague.

About DDP

DDP was founded in 2012 by the Freedom Online Coalition (FOC), initially as an emergency grant mechanism in response to digital threats against human rights defenders (HRDs). Our programme of activities has grown significantly in recent years, with the aim of providing a more holistic response to digital threats against HRDs. The annual DDP budget increased from 1.4 million in 2013 to 4.5 million in 2023, and the staff size grew from three EU-based people in 2013 to 36 team members in 2023 spread across six regions (Asia, Anglophone Africa, Francophone Africa, Latin America, Eastern Europe/Caucasus/Central Asia, and the EU). Hosted as a programme of Hivos, DDP is currently supported by seven governmental donors, all of whom are FOC members.

This is a particularly exciting time to join DDP. In 2023 we will undergo a further expansion, with the establishment of a team in the Sahel and Francophone West Africa.

Moreover, this year we will develop our 2024-2027 Strategy, in which we hope to further learn and deepen our commitment to feminist and decolonial approaches.

Your Responsibilities

The main tasks of the DMEAL Project Officer include:

- Developing DDP's DMEAL strategy for the 2024-2027 period, collaborating where necessary with all members of the DDP team.
- Leading the development of quarterly, annual, and other narrative reports to our back donors.
- Leading the design of fundraising proposals to our / potential back donors.
- Establishing and revising baselines, indicators, and means of verifying them in collaboration with DDP's team and donors.
- Internal capacity-strengthening on project management and methods for monitoring, evaluation and learning from our work.
- Reporting quantitative and qualitative data in accordance with standards set by the US Department of Rights and Labor and the International Aid Transparency Initiative (IATI).
- Co-Facilitating internal and external processes to design and improve programme areas based on ongoing learning and documentation processes, including annual planning and ad-hoc planning of new projects as they arise.
- Forming part of the DDP Coordination Team, consisting of 10 people with nine different nationalities, including the regional project managers and content leads, attending the weekly DDP coordination team meeting (cross-regional decision making).
- Attending the monthly all-DDP team meeting.
- Monthly calls with the DDP programme manager (personal check-in, updates on activities).
- Contribution towards the DDP Global strategy (input into strategy drafts, providing data for the development of new strategy parts).

Your profile

Minimum criteria:

- At least five years of experience in roles which are primarily concerned with monitoring, evaluation and learning, ideally in a non-profit environment.
- At least five years of experience with writing fundraising proposals (in English).
- Proven experience in donor reporting (in English) and successfully drawing impactful conclusions from entire project cycles over several years.
- A great communicator, comfortable facilitating and leading participative discussions on DMEAL-related areas of work, and building capacity in relation to DMEAL internally. Impeccable writing skills in English a must.

Desired criteria:

- Familiarity with governmental donor proposal and reporting requirements, ideally including the US Department of Rights and Labor, the Netherlands Ministry of Foreign Affairs, and/or the Swedish International Development Agency. Familiarity with the IATI standard is very advantageous.
- Strong social science research knowledge. Familiarity with critical, feminist approaches to DMEAL and participatory/action research is considered an advantage.
- Fluency in French and/or Spanish will be considered an advantage.
- You have a Bachelor's degree and preferably a Master's degree.
- You are a good organiser, and able to work in different time zones.
- A willingness to work in a Queer-affirmative and feminist team, to assert your needs, respect those of your colleagues, and contribute to an empowering and joyful working environment. You agree to the DDP values (as addressed in our 2020-2023 Strategic Plan) and will sign the HIVOS Safeguarding Policy¹ and the non-disclosure agreement of DDP.

¹ <https://www.hivos.org/who-we-are/our-organization/integrity/>.

In case you feel your experiences do not fully match this profile (yet), but you are motivated to take this position on, fit well with our vision and values, and feel passionate about the HRD protection field, please feel welcome to reach out and we can explore what is possible.

Location

The ideal candidate is preferably from or based in one of the working regions of DDP (Africa, Asia, Eastern Europe, Caucasus and Central Asia, or Latin America), but as the work is 90% remote, any location can work.

Diversity

DDP is dedicated to strengthening diversity in the field of digital and holistic protection, and in this regard, women and LGBTQIA+ people, persons with disabilities, as well as others traditionally under-represented in the field, are encouraged to apply. Applicants who disclose a disability and who meet the minimum criteria outlined above will be guaranteed an interview. If you would like to take advantage of this offer, please indicate this in your cover letter along with any reasonable adjustments you require for an online interview.

Salary and Benefits

This position will be for 32 hours per week. DDP's Financial Fair Model (FFM) will be undergoing a revision in 2023. For 2023 itself, the salary in this role will depend on the location of the applicant. The current salary is based in Berlin, Germany, and is set at 5629 EUR (ex VAT) at 0.9 FTE for a consultant. Depending on the location of the applicant, a consultancy contract may be offered. DDP is hosted by Hivos, employee contracts can only be offered in a country Hivos has a registered entity.

Want to apply?

Please apply by latest 8 March, 2023. We will consider closing the procedure before this date in case we receive a lot of applications and/or have found a matching candidate before this date.

Both a letter of motivation and resume need to be submitted in English to the DDP Programme Manager Frerieke van Bree frerieke@digitaldefenders.org via e-mail with the subject: DDP Project Officer DMEAL.

Interviews will take place between March 9 – 16, 2023 and can take place over secure online communication means.

Background checks for final candidates

If you get selected for the final stage of the selection process, please note that professional references and background checks will be conducted due to our Safeguarding Policy. We may check social media - unless applicants state they do not wish us to do so -. The accuracy of information in the curriculum vitæ will also be checked.