

Job Description: Monitoring and Evaluation Adviser

General

Job Title: Monitoring and Evaluation Adviser
Location: London (with some international travel)
Reporting to: Head of Monitoring and Evaluation
Duration: Two-year fixed term contract

Conciliation Resources

Conciliation Resources is an independent organisation working with people in conflict to prevent violence and build peace, providing advice, support and practical resources. In addition, we take what we learn to government decision-makers and others working to end conflict, to improve peacebuilding policies and practice worldwide.

General Criteria

Conciliation Resources' staff operate in a spirit of programme partnership, which demands teamwork and collaborative decision-making, integrity, personal initiative, creativity, political and interpersonal sensitivity and professional discretion.

The Accord, Policy and Learning team (APL)

The APL team is an eight-person team and covers a number of areas of work:

- Responsible for the Accord publication and programme that aims to promote comparative learning from peace processes. Leading on a number of other thematic practice-based research projects.
- Influencing public policy and practice on our organisational themes, including gender, and representing the organisation in international networks and coalitions.
- Supporting our regional programmes in developing and implementing policy and influencing strategies and on gender-sensitive programming.
- Leading on the development of our systems, skills and approach to monitoring and evaluation and supporting staff to apply new practices and policies in this area.
- Supporting integration of gender-sensitivity in our organisational systems and practices.
- Leading on the promotion of internal learning and reflection on our practice, providing a structure within which this can take place, and helping capture and share lessons externally.

We work in a very collegiate manner both within the APL team and across Conciliation Resources, and seek to enhance the linkages between the different areas of our work, helping to ensure that our thematic work draws on our peacebuilding expertise and is rooted in the practical experience of our regional programmes.

Job overview

At the programme level, to provide technical support to Programme teams and their partners, and APL team, in the development and implementation of their monitoring, evaluation and learning plans and systems.

At the organisational level, to support the Head of Monitoring and Evaluation in developing Conciliation Resources' systems, skills and approach to design, monitoring, evaluation, learning and reporting, and to embed these in organisational practice.

Scope and accountability

The Monitoring and Evaluation Adviser is directly accountable to, and line-managed by, the Head of Monitoring and Evaluation. The post-holder provides direct monitoring and evaluation support and advice to teams in Conciliation Resources. The Monitoring and Evaluation Adviser will be responsible for supervising consultants.

Specific Responsibilities and Tasks

Strategy and evaluation

- In consultation with Programme staff, make significant refinement of project level theories of change, logframes, MEL plans, systems and tools to ensure programmes are being monitored and evaluated effectively in line with the organisational results framework and donor requirements.
- Advise Programme staff on best practices and systems to collect on an on-going basis evidence, which can be used for Outcome Harvesting and reporting and to contribute to increased learning, impact and accountability.
- Support the Head of Monitoring and Evaluation in facilitating Outcome Harvesting workshops and reviews for staff and partners to critically reflect and adapt the project strategy, results, theory of change, conflict analysis, assumptions and risks.
- Coordinate and facilitate internal evaluations with Programme and APL teams, including through the design of data collection activities.
- Support teams with the analysis of their monitoring and evaluation data.
- With the Head of Monitoring and Evaluation, design, develop and implement processes and systems for cross-programme and organisational evaluations. This will include providing support to programme teams to draw-up Terms of References for evaluations, to select consultants undertaking evaluations and to work with Communications Team on the communication of organisational impact.
- Working with the Head of Monitoring and Evaluation, provide occasional logistical and technical support to commission and manage external organisational evaluations.

Organisational Tools and Practices

- Contribute to, and in certain instances lead on, the on-going development of existing systems, tools and practices to document and analyse data, and share and institutionalise lessons learned.
- Train staff on how to use the Outcome Harvesting Online Platform, support programme staff to use the platform effectively and encourage the use of the evidence data for project and programme planning
- Supervise quality control and relevance of data uploaded in the Outcome Harvesting online system
- Contribute to strengthening and developing procedures to improve teams' internal learning, and sharing with partners, other stakeholders, and across the organisation.

- Develop and provide monitoring, evaluation and learning training and mentoring support, including the facilitation of peer to peer learning exchanges, to Conciliation Resources staff and partners.
- Support the Head of Monitoring and Evaluation and the Director of Policy and Learning in developing Conciliation Resources' tools, processes and systems for organisational learning.
- Provide coordination and logistical support to organise MEL events at organisational, consortium and sector level.

Programme Design, Proposals and Donor Reports

- With the Head of Monitoring and Evaluation, Director of Programmes and Fundraising team provide advice and support on programme design to ensure staff and consultancy time and appropriate tools, techniques and frameworks for MEL are costed and included.
- Using the Outcome Harvesting online system as the source of data, support the fundraising team and Head of Monitoring and Evaluation in the internal reporting process for strategic donors such as Swedish Sida and provide high quality evidence to support both donor and organisational reporting. Where agreed, report against the International Aid Transparency Initiative (IATI) platform.
- Advise Programme staff in developing rigorous MEL plans that meet the monitoring, evaluation and reporting requirements of Conciliation Resources' donors.
- Work with the Senior Advisor for Gender to ensure that project proposals and MEL plans use gender sensitive indicators and incorporate gender conflict analysis.

External Representation

- Represent Conciliation Resources externally to donors, peer organisations, partners and others as required.

Other responsibilities

- Participate in team and other organisational meetings or working groups as required.
- Participate in monthly line management meetings and regular performance appraisals, keeping Breathe HR Information System up to date.
- Maintain appropriate project documentation and filing systems, ensuring that they comply with internal and financial systems and policies.
- Participate in recruitment processes on a periodic basis
- Supervise occasional volunteers and consultants as required.
- Perform other tasks and duties, consistent with the skills and expertise of the post-holder, as required in non-routine circumstances.
- Adhere to Conciliation Resources security and safeguarding policies and guidelines and Code of Conduct.

Person specification

Knowledge

- Knowledge of a range of planning, monitoring, evaluation and reporting concepts, tools and approaches.
- Some knowledge of one or more of the conflicts in which Conciliation Resources works.
- Some knowledge of organisational practices such as partnership working, value for money and organisational learning would be an advantage.
- Fluent English (essential). Other languages desirable (in particular Spanish, French, or Russian).

Experience

- Experience of providing on-going support for processes of planning, monitoring, evaluation and learning.
- Experience of applying and adapting different measurement and evaluation frameworks and techniques, such as the logical framework approach and theories of change.
- Experience of group facilitation and training support on monitoring, evaluation and learning issues
- Experience of working with databases, handling diverse sources of information and maintaining accessible filing systems.
- Experience of revising and contributing to the drafting of substantive reports for external audiences.
- Experience of working in a multi-cultural environment.
- Experience of working across an organisation to influence others.
- Experience of handling a complex and varied workload where the need to re-prioritise is not unusual.

Skills

- Ability to collect, manage and analyse quantitative and qualitative data in a manner that is sensitive to conflict affected contexts.
- Excellent verbal and written communication skills in English; other language skills desirable, in particular French, Spanish or Russian.
- Confidence in managing and maintaining monitoring and reporting systems with an eye to accuracy and detail.
- Strong commitment to and experience of team working.
- Appreciation of issues of confidentiality, cross cultural working and political sensitivity.
- Initiative, enthusiasm and a problem-solving approach to new challenges.
- Computer literate including good working knowledge of Office software packages.

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