Job description: Monitoring, Evaluation and Learning Adviser

Job Title: Monitoring Evaluation and Learning Adviser

Location: Mainly working from home or from London office with occasional international travel

Contract: 24 months

Reporting to: Head of Monitoring, Evaluation and Learning

Responsible for: Occasional consultants and volunteers

Conciliation Resources

Conciliation Resources is an independent international organisation working with people in conflict to prevent violence, resolve conflicts and promote peaceful societies. We believe that building sustainable peace takes time. We provide practical support to help people affected by violent conflict achieve lasting peace. We draw on our shared experiences to improve peacebuilding policies and practice worldwide.

Research, Advisory and Policy Department

The Research, Advisory and Policy (RAP) Department facilitates learning and provides guidance to improve peace policy and practice inside and outside Conciliation Resources. The team:

- Translate experiences of peace practice into innovative learning and thought leadership
- Evaluate impact of peace practice and build evidence of what’s working and what’s not
- Advance knowledge and methods for gender inclusive peace practice
- Mobilise policy change to facilitate and coordinate transformative peace practice

RAP is responsible for the Accord publication series and cross-organisational research programmes, thematic policy advocacy, and the organisational approach and technical support to Programme Departments on gender and monitoring, evaluation, and learning (MEL). The RAP Department includes the CR EU team based in Brussels.

Conciliation Resources’ approach to project design and MEL is rooted in a culture of evaluative thinking and knowledge-building. We use evidence and systematic reflective spaces to improve the relevance, efficiency, effectiveness, impact, and sustainability of our work. We apply a gender perspective in our conflict analysis and evaluation methods. Our plans for MEL are contained within our Operational Plan under Goal 5: to develop evidence, learning and creativity, which is part of our Strategic Plan 2020-2025.

Job Purpose

The Monitoring, Evaluation and Learning Advisor facilitates development of Conciliation Resources’ peace practice by providing expert advice in applying gender-sensitive and complexity-aware MEL approaches in our peacebuilding work, and in supporting organisation-wide Outcome Harvesting.

They are responsible for building Conciliation Resources’ capacity to structure learning into peacebuilding design and strategy, and for advancing the use of MEL data for fundraising, research, communications and advocacy.
They draw lessons from evidence of achievements and challenges in our work, and use evaluative thinking to apply complexity concepts to our learning processes, in order to inform adaptations to programmes and Theories of Change, and to support organisational strategy.

The MEL Adviser supports the Head of MEL in the delivery of Operational Goal 5 in Conciliation Resources’ Strategic Plan 2020-2025.

Scope and Accountability

The MEL Adviser acts as a lead on MEL within Conciliation Resources alongside the Head of MEL and MEL Officer, and as a support to MEL leads in Programme Departments. They provide specialist, technical advice and support to teams, and Conciliation Resources’ partners in the design, development and implementation of their project MEL plans and systems, and the application of CR’s adapted version of Outcome Harvesting in all interventions.

They have a comprehensive understanding of our Strategic Plan, organisational results framework and Theory of Change, and of how different teams can support achieving the goals within them.

The MEL Adviser is directly accountable to, and line-managed by, the Head of MEL and is a member of the RAP Department.

Specific responsibilities and tasks

a. Organisational MEL processes

Support the Head of MEL in facilitating Outcome Harvesting workshops and reviews for staff and partners to critically reflect and adapt project strategy, theories of change, conflict analysis, assumptions and risks.

Advise and support the development and implementation of teams’ Outcome Harvesting activities to feed into the organisational Outcome Harvesting process.

Support the Head of MEL with the implementation of annual and periodic reviews of progress against the Organisational Results Framework, Operational Goal 5 (Develop Learning, Evidence and Creativity) and peace goals in the Strategic Plan.

Contribute to strengthening and developing of procedures to improve Programme teams’ internal learning and sharing with partners other stakeholders and across the organisation.

Contribute to MEL team annual planning and longer-term strategies lead by the Head of MEL and Director of Research and Innovation, and to RAP Department strategies and annual planning.

b. MEL systems, tools and data

Design appropriate MEL guidance tools and manuals that are relevant, high quality and accessible to all staff and partners.

Lead on the analysis of outcomes that are not brought to Outcome Harvesting workshops to use them for learning and reporting.

Design training events and tailored modules to increase staff and partners’ MEL capacity, including the facilitation of peer-to-peer learning exchanges.

Check the quality and relevance of data uploaded in the Outcome Harvesting online platform (Podio).

Supported by the MEL Officer, ensure that all MEL frameworks are kept up to date and accessible in Podio.

Supported by the MEL Officer, train and support Programmes staff and partners on how to use the Outcome Harvesting online platform effectively and encourage the use of evidence data for project planning.

In collaboration with the Programme and RAP teams and MEL leads, ensure that Outcome Harvesting data is used appropriately for donor reporting at project level.
Keep updated on global discussions, developments in and evidence on adaptive management and MEL practice and share with relevant colleagues, in consultation with the Head of MEL.

c. Project and proposal design

Advise teams on the design and development of project theories of change, including outcomes, approaches and assumptions.

In collaboration with teams, advise in the co-design and adjustment of project monitoring frameworks, MEL plans, procedures, and guidance for collecting and analysing qualitative and quantitative data.

Support teams to use the learning from Outcome Harvesting processes and analysis of their wider monitoring and evaluation data to feed into project adaptation and project design. In certain instances, lead on analysis at team level.

In collaboration with Research and Policy teams, link project level evidence and learning to strategic policy advocacy and thematic learning across the organisation.

Work with Communications Team to source evidence from MEL data which can be used for external communications.

Work with the Gender team and Department Managers to ensure that project proposals and MEL plans use gender-sensitive indicators and incorporate the outcomes of gender-sensitive conflict analysis and inclusive MEL practices.

Provide Programme Departments with advice and support on the integration of MEL costs into programme and budget design to ensure appropriately costed staff and consultancy time and the inclusion of appropriate tools, techniques, and frameworks for MEL.

d. Other

 Undertake any other relevant duties that fall under the general scope of this role as instructed by the Head of MEL.

Participate in monthly line management meetings and regular performance appraisals, keeping BreatheHR Information System up to date.

Supervise occasional volunteers and consultants as required.

Apply our core values to all work and develop them within the organisation, including through signing and adhering to Conciliation Resources’ Code of Conduct.

Demonstrate a commitment to gender equality, diversity, and inclusion, including a respect for diverse cultures and ways of working and adhere to CR’s equality, diversity and inclusion policy and its effective implementation.

Demonstrate a strong commitment to CR’s keeping people safe policy and zero tolerance on bullying and harassment including sexual harassment.

Handle information in line with Conciliation Resources' Data Protection and Privacy Policy and any other relevant policies.

Be responsible for contributing to a positive keeping people safe culture in the RAP Department and for assisting with the implementation of safeguarding practices within the area that the RAP Department works.

This role may involve travel to different locations. Prior to and during travel to contexts, the post-holder should observe the security advice provided to them by the relevant Programme team. During all trips, they should behave in such a way as to prioritise the safety of themself and their colleagues.

Person specification

Essential knowledge, skills and experience
- Knowledge and considerable experience applying a range of complexity aware planning, monitoring, evaluation and learning concepts, tools, and approaches.

- Understanding of and experience in supporting adaptive programming, including approaches for how to monitor and evaluate adaptations.

- Experience designing complex Theories of Change, including monitoring frameworks and the critical analysis of data to inform adaptations.

- Ability to collect, manage and analyse quantitative and qualitative data in a manner that is sensitive to conflict-affected contexts.

- Knowledge of organisational practices such as partnership working, value for money and organisational learning.

- Knowledge of and demonstrated commitment to participatory and gender responsive approaches.

- Appreciation of issues of confidentiality, cross cultural working, and political sensitivity.

- Experience of working with databases, handling diverse sources of information, and maintaining accessible filing systems.

- Experience of group facilitation and training support on monitoring, evaluation and learning issues.

- Excellent verbal and written communication skills in English.

- Ability to listen actively to and work with and support people from varying backgrounds and with a range of political, cultural, and value orientations.

- Experience of working across an organisation to influence others.

**Desirable knowledge, skills and experience**

- Understanding of Outcome Harvesting (desirable)

- Data visualisation software such as Zoho Analytics and Microsoft PowerBI (desirable)

- Experience in the peacebuilding sector or fragile contexts (desirable)

- Experience using MEL data for advancing research, communication and advocacy purposes (desirable).

- Other language skills, in particular French or Russian.

February 2022