

Job description: Monitoring, Evaluation and Learning Adviser

Job Title:	Monitoring, Evaluation and Learning Adviser
Location:	London or Nairobi, with occasional international travel and flexible working required to overlap with South-East Asian/Pacific time zones
Contract:	Two year fixed term contract
Reporting to:	Head of MEL
Responsible for:	Occasional consultants and volunteers
Salary & Benefits:	UK: GBP47,029 gross per annum, and 9% employer pension contribution Nairobi: Kes 6,803,160 gross per annum, including 9% employer pension contribution and staff medical insurance cover

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. We currently have over 80 full and part-time staff members, working mainly out of the UK, Australia, Kenya and Ethiopia offices. We work with over 70 locally-based and international partners 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.

Our approach to Monitoring, Evaluation and Learning (MEL)

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

We are looking for an experienced and creative Monitoring, Evaluation and Learning (MEL) Advisor to fill a vacancy emerging in our global MEL team. This is an exciting time to join the organisation as the successful candidate will play an important role in developing and rolling out a new MEL Strategy to align with Conciliation Resources' forthcoming Strategic Plan 2026-2030.

The MEL Advisor will be responsible for providing technical advice in applying gender-sensitive and complexity-aware MEL approaches to develop CR's peace practice, and in supporting organisation-wide

Outcome Harvesting. The role would be well-suited to a versatile and creative thinker with a curiosity to adapt standard MEL approaches for the challenges associated with peacebuilding and mediation.

We want MEL to be useful for staff and partners. The MEL Adviser will draw lessons from evidence of achievements and challenges in our work to inform programme adaptation and support organisational strategy. Occasionally they may represent our experience and approach to external audiences.

As the post is a global role, the post-holder will be expected to provide remote and face-to-face technical support to Programme teams, MEL Focal Points and partners in different geographies, and to the RAP team in the development and implementation of their MEL plans.

The MEL Adviser supports the Head of MEL in the delivery of Operational Goal 5 in Conciliation Resources' Strategic Plan 2020-2025 and will continue to do so under the forthcoming Strategic Plan 2026-2030 and MEL strategy. The MEL Adviser will help to develop and maintain the systems, skills and approach required to deliver on this, and to embed these in organisational practice.

Scope and Accountability

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

They are accountable for maintaining systems to record and analyse data and for organising processes to capture and analyse change.

They ensure the smooth running of organisation-wide evaluation processes, including CR's Outcome Harvesting process, and evidence informed strategic donor reporting.

They are responsible for providing specialist, technical advice and support to teams and partners on the design, development and implementation of their project MEL plans.

They have a comprehensive understanding of our Strategic Plan, organisational results framework and Theory of Change, and of the nature of peacebuilding work and change.

Specific responsibilities and tasks

a. Strategy, planning and organisational impact

- Support the planning, promotion and delivery of Outcome Harvesting (OH) across the organisation, reviewing and improving the process over time.
- Hold regular meetings with leads in Programme Departments and MEL Focal Points to identify forward priorities and MEL support needs and develop a forward workplan.
- Contribute to MEL team annual planning and longer-term strategies led by the Head of MEL and Director of RAP.
- Support the delivery of organisation-wide external reviews and evaluations against the organisation Results Framework, Theory of Change and Strategic Plan, pulling together data on change and impact as required.
- Support the Development and Communications teams with reporting to strategic donors and in communicating evidence of organisational impact.
- Support the documentation and dissemination of learning on MEL for peacebuilding within Conciliation Resources and across the sector, including by representing CR to external audiences as required.
- Keep updated on global discussions, developments in and evidence on adaptive management and MEL practice and share with relevant colleagues.

b. MEL systems, processes and tools

- Advise on and support MEL Focal Points, Programme teams and CR partners with MEL approaches adapted to the design and implementation of peacebuilding strategies and interventions – from programme design, data collection, processes and systems, to programme reviews and evaluations.
- Develop and supervise the use of CR’s online system for MEL and OH in Podio, ensuring that MEL data is at a minimum gender-sensitive.
- Lead the planning and facilitation of OH workshops and reviews for staff and partners to critically reflect and adapt programme strategy, theories of change, conflict analysis, gender change objectives, assumptions and risks.
- Support MEL Focal Points and teams with the analysis and validation of their monitoring and evaluation data, ensuring quality control and that it captures gender and inclusion measures.
- Lead on quality control and second stage analysis of outcomes that are not assessed in OH workshops, so they can be used for learning and reporting, where this is not managed within Departments.
- Develop and provide MEL training and resources, including on use of the online OH platform, and mentoring support, to increase MEL Focal Points, CR staff and CR partner capacity and skills. Facilitate peer-to-peer learning exchanges where possible.
- Support the development of CR’s tools, processes and systems for organisational learning.

c. Project and proposal design

- In collaboration with programme and RAP staff, lead on development of project Theories of Change for single team or context proposals. Support the development of Theories of Change for multi-team or context proposals.
- Support the MEL Focal Points with development of project MEL frameworks, including logframes, MEL plans, and procedures, and guidance for collecting and analysing qualitative and quantitative data in line with donor requirements and the organisational results framework.
- Encourage and support teams to integrate OH data into project proposals, reviews and evaluations, and to use the analysis and lessons from OH into peacebuilding design.
- Work with the Gender team and Department Managers to ensure that project proposals and MEL plans use gender-responsive 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 HR information management 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 and Diversity Policy and its effective implementation (especially in relation to protected characteristics such as age, disability, race, sex, religion or cultural beliefs, gender, sexual orientation, relationship and parental status).

- Demonstrate a strong commitment to CR's keeping people safe policy and zero tolerance on bullying and harassment including sexual harassment.
- 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.
- Handle information in line with Conciliation Resources' Data Protection and Privacy Policy and any other relevant policies.
- This role will involve travel to different conflict-affected 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 themselves and their colleagues.

Person specification

Essential knowledge, skills and experience

- Knowledge and considerable experience applying a range of complexity-aware design, 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 of Outcome Harvesting or other participatory monitoring approaches an advantage.
- Experience designing Theories of Change for complexity-aware programmes, including monitoring frameworks and the critical analysis of data to inform adaptations. Experience of designing Theories of Change for social cohesion, mediation and/or peacebuilding programmes is an advantage.
- 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, gender-responsive and conflict-sensitive 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 and secure 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

- Experience designing and facilitating online and hybrid workshops, including using tools such as Mentimeter, Miro and/or Lucid.
- Data visualisation software such as Zoho Analytics and Microsoft PowerBI.
- Experience in the peacebuilding sector or fragile contexts.
- Experience using MEL data for advancing research, communication and advocacy purposes.

- Other language skills, in particular French or Russian.

July 2025.