

	<b>Foundation for Women's Health Research &amp; Development</b>
---	---

**Job Description- Monitoring, Evaluation and Learning Manager**

- Reports to:** Executive Director
- Responsible for:** UK and Africa Programme
- Salary range:** £ 31,610 – £ 35,500 pro rata depending on experience
- Hours:** 28 hours
- Tenure:** 2 years subject to continuous funding

**Job Purpose**

The Monitoring, Evaluation and Learning (MEL) Manager role is to increase the technical capacity and quality of M&E across the organisation. You will support the UK and Africa programme teams to enable, improve, and promote a culture of evidence based planning, programme design, implementation and reporting within FORWARD.

You will provide leadership in capturing and measuring outcomes and results and will help communicate and disseminate learning from our interventions. You will lead on knowledge management, research, and designing FORWARD's MEL framework for all programmes. This will include ensuring that programmes have the tools, capacity, and systems to collate evidence and validate progress.

You will provide technical support and capacity development to staff and FORWARD partners as well as assess organisational outcomes and impact. You will contribute to the overall strategic development of the organisation as a core member of the Senior Management Team (SMT).

**Key responsibilities**

- 1. Monitoring, evaluation and learning (50%)**
  - Lead in the improvement of FORWARD's outcome, impact planning, monitoring, evaluation and learning, including developing and managing a monitoring and evaluation framework for the organisation.

- Help ensure that FORWARD programme staff have a good understanding of the purpose and value of collecting and analysing both monitoring and evaluating information.
  - Support staff in project planning to ensure clear project outcomes and outputs are identified at the start of all projects, programmes and services, and are aligned with FORWARD's strategic aims.
  - To support colleagues to identify the information they need to collect to determine achievement of planned outcomes and outputs of projects.
  - Identify and/or develop tools, including questionnaires, to enable staff to gather accurate data, and measure change in programmes.
  - Work with staff to develop systems to collect, store and analyse data, ensuring that the processes and systems adopted are ethical and in line with relevant data protection policy and legislation.
  - Take a lead role in ensuring that data collection is routinely collected, accurate and consistent, ensuring that data can be collated across the organisation to facilitate impact measurement.
  - Ensure all staff and project partners get the training they need to use data collection tools in an appropriate way.
  - Support staff to analyse and make sense of their data, building their ability to draw conclusions and appreciate the learning coming out of the data.
  - Undertake the analysis of data, including both quantitative and qualitative analysis, where necessary, and presenting key findings in a way that is appropriate and accessible to a non-specialist audience.
  - Produce internal self-evaluation reports for staff, senior managers and the Board of Trustees.
  - To lead on the recruitment of external evaluators including drafting tenders, briefing consultants and managing the quality of evaluation methodology and reporting.
  - To support the commissioning of research and evaluation work from third parties where required and to manage and nurture relationships with academic institutions to ensure work meets high standards.
  - To ensure that all programme and project evaluation reports produced are of high quality, accessible, meaningful to key audiences, and clearly formulate recommendations for activity development as appropriate.
- 2. Programme development and quality assurance (20%)**
- Work with programme leads and staff to provide advice and support on programme design and proposal writing, particularly in relation to M&E, advising on baseline data, outcomes framework, monitoring and evaluation methodology and budget allocations.

- Ensure that FORWARD staff understand and comply with the measurement and evaluation requirements of FORWARD's donors, providing high quality evidence to support donor and organisational reporting.
  - Provide robust and timely data to inform review of programmes and organisational decision-making, including to the SMT.
  - Lead in monitoring and collation of organisation-wide key performance indicators in line with FORWARD's M&E frame work ensuring these results are appropriately captured and evidenced to feed into organisational reporting.
  - Work with Programme Leads and Managers to support donor reporting and compliance with funder requirements.
- 3. External representation (20%)**
- Represent FORWARD externally; engaging effectively with donors, peer organisations/partners, policy makers and stakeholders to explain our practices, share programme learning and impact.
  - Act as lead person for external partners in relation to general monitoring and evaluation practice sharing our experiences and knowledge and best practice.
- 4. General duties (10%)**
- Meet quality standards in relation to every aspect of the work to ensure that FORWARD maintains its distinctive positive reputation.
  - Promote the aims and objectives of the organisation.
  - Develop and maintain effective working relationships with relevant agencies.
  - Take steps to ensure the safety and confidentiality of service users, staff and stakeholders.
  - Carry out duties appropriate to the role that are necessary for the effective functioning of the organisation.
  - Work evenings and weekends when necessary.
  - Be self-servicing and work flexibly as a member of the team.
  - Carry out duties appropriate for the role that are necessary for the effective functioning of the organisation.

The above job description reflects the position at the time of writing; it is not intended to be a task list but indicates the general level of work involved. It is expected that duties will be reviewed and revised as required.

## Person Specification

---

### Skills and experience

<p><b>Qualifications</b></p> <p><b>Experience Essential</b></p> <p><b>Skills Essential</b></p>	<ul style="list-style-type: none"> <li>• Post graduate degree in a related field including operations research, development studies, public health or international development</li> <li>• 5 years' experience with demonstrated results conducting research or monitoring and evaluation, including qualitative and quantitative data collection and analysis</li> <li>• A minimum of 5 years' experience working or conducting research on women's human rights, preferably focused on violence against women and girls, FGM, or African women's health issues</li> <li>• Experience developing and implementing MEL systems and tools</li> <li>• Experience coordinating research and dissemination of research, including writing evaluation reports and briefs, organising dissemination events, and presenting findings</li> <li>• Experience of coaching and supporting teams</li> <li>• Understanding of donor expectations and trends on M&amp;E</li> <li>• Extensive experience of report writing to donors and funding agencies</li>   <li>• Excellent data analysis and report writing skills</li> <li>• Proven ability to work with large diverse teams and to foster a positive working environment with local and international partners</li> <li>• Written and spoken fluency in English</li> <li>• Knowledge transfer skills including training, facilitation and mentoring</li> <li>• Excellent IT skills, including use of data processing packages such as SPSS, Atlas</li> <li>• Ability to work under pressure, manage a complex and diverse workload and attention to detail</li> <li>• Good organisational, planning and management skills</li> </ul>
<p><b>Experience Desirable</b></p>	<ul style="list-style-type: none"> <li>• Experience of relationship management</li> <li>• Experience of fundraising and proposal development</li> <li>• A good understanding of development issues, the global development agenda, and trends in MEL in the field of international development</li> <li>• Experience of staff and volunteer management and performance management within a multi-cultural environment</li> <li>• Experience with management information systems</li> <li>• Knowledge of budgets and financial management</li> </ul>
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Committed to the values and vision of FORWARD in respect to the campaign against FGMm child marriage and violence against African women and girls.</li> <li>• Commitment to and passion for international development through equality of opportunity and respect for cultural diversity.</li> </ul>