

Global MEL Advisor - Role profile

Location	Any CA Office – Global Role	Department	International – Programme Quality and Operations Division
Reports to (Job Title)	Global MEL Manager	Salary Band	C Low
Matrix manager (if applicable)	N/A	<u>Competency level</u>	3

Role definition

Role purpose

This role is key to ensuring that Christian Aid (CA) development, humanitarian and advocacy programmes are delivered in line with our 10 CA Quality Standards, in order to maximise our impact for poor and marginalised women and men. The role will ensure that all projects and programmes have adequate capacity and resources to monitor, evaluate and learn from their programming, including at partner level. The role provides MEL capacity to specific institutionally funded projects and programmes in line with agreed budget allocation: it is expected that the role will focus approx.60% of their time on development projects, 20% of their time on humanitarian projects, and 20% of their time on global MEL processes, in particular capacity development. In particular, the role holder will support country programmes in designing and implementing appropriate Monitoring, Evaluation and Learning (MEL) systems for each project, managing data management and reporting, with a focus on contributing additional capacity to restricted funded projects as budgeted for. As a member of the Global MEL Team, and working collaboratively with country programme teams, the role will develop organisational MEL policies, guidance and tools, provide training on MEL to CA staff and partners, and contribute to organisational reporting processes. The role holder will also represent CA externally, in particular to evidence our impact and to share learning from our work.

Key outcomes

- MEL approaches and systems for humanitarian, development and advocacy programmes, funded from both restricted and unrestricted sources, are robust, appropriate to donor requirements and programme context and capacity, fully aligned with CA's corporate strategy and programme management approach
- Country teams delivering development and humanitarian projects are coordinated and supported to plan and implement MEL, so that high quality data can be collected, analysed and used for accountability (to communities, to donors and to CA management) and learning
- All projects implemented across CA (humanitarian, development and advocacy) are increasingly meeting CA's Quality Standards, particularly on MEL practice, and learning from the assessment of progress is feeding into programme improvement.
- All CA project proposals and bids are based on a sound theory of change/logframe with appropriate indicators, and outline a strong MEL offering which reflects CA's quality management approach and guidance
- Country staff and partners have access to and are benefiting from PCM training, in particular on MEL practice

- Country staff and partners are providing quality information on effectiveness and impact of their programmes, which can be used for accountability (to communities, to donors and to CA management) and learning
- CA is evidencing its impact effectively to different stakeholders, using individual project and programme data for organisational reporting, as well as for strategic meta-studies/multi-country analysis and reporting, thematic deep dives etc.
- Internal and external evaluations for development and humanitarian programmes are supported and managed effectively and contribute to organisational learning
- Humanitarian programme learning is documented and disseminated internally and externally, and informs ongoing and future programme implementation
- Global MEL policies, procedures and guidance are informed by learning from MEL practice in development, humanitarian and advocacy programmes, and is continually improved
- Collaboration between the Global MEL Team and the Research, Evidence and Learning (REL) Team on organisational learning is strengthening CA's programme response in line with the Global Strategy
- Christian Aid is represented in various external MEL related networks and fora, with a view to raising the profile of Christian Aid's work, and sharing learning from our MEL approaches in the wider sector.

Surge capacity:

In addition to the above, the post holder may be required to surge into a country context to cover a specific capacity need, for up to 50 days per year. Surge can either be to respond to a specific humanitarian need, ie. where an emerging humanitarian response needs additional MEL capacity in the project design, inception or reporting stage, or to fill a gap on a restricted fund while a MEL/MEAL post is being recruited, ie. to get the M&E system up and running. In some cases, surge into humanitarian responses may require the MEL Advisor to take on broader programme management responsibilities, eg. ensuring that

- Project proposals are completed successfully and submitted for funding, based on strong planning and evaluation procedures using Christian Aid's internal systems.
- Emergency programmes are well planned, coordinated internally and externally within the humanitarian community, well-managed and handed over to country programme staff at the appropriate time.
- Partners are well supported to respond to emergency programmes.
- Programmes are fully compliant with Christian Aid financial policies and procedures and funds are used for designated purposes.

Role agility

Expected travel per annum Up to 50 days

On call/unsocial hours No

Surge capacity for emergency responses Yes - could be required to travel for more than 75 days p.a. and for a period of up to 3 months but for no more than 6 months p.a. with no less than one month's interval between postings unless in extreme circumstances.

In order to respond to ever changing demands within the environment, Christian Aid operates within an agile framework (both in workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project based working approach the norm. To sustain this system, managers may/will agree further details of specific

tasks and duties as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility, and employees may be required to change the focus of their role from time to time.

Role context

Strengthening our measurement and evidencing in order to improve impact on poverty is a key priority for Christian Aid. This role helps the organisation deliver on this priority by supporting efforts across the organisation to gather evidence of our work and use it for decision-making, learning, and being accountable to our supporters, donors and communities we work with.

The role sits within the Global MEL Team in the Programme Quality and Operations Division in Christian Aid. The role complements the work of the other Global MEL Team members, as they together ensure that Christian Aid is able to meet the MEL needs of its programmes. The role will surge into institutionally funded programmes as required and in line with agreed budgeting, and in these roles will be matrix managed by country management.

The role will collaborate directly with programme delivery and MEL staff in country teams, providing support as needed, and where required, taking on a coordination role on MEL, in particular where programmes or projects include multiple countries.

This will include but not be limited to working on project design, baselines, continuous monitoring, mid-term reviews, final evaluations, review, reporting and learning. It will include investigating and testing new methodologies and processes where appropriate, while taking a decolonised and participatory approach. The role provides input into new proposals around MEL, as well as designing new MEL frameworks for new projects, collaborating with Programme Funding as well as fundraising teams in Fundraising and Supporter Engagement (FSE).

The post-holder also makes a broader contribution to the Programme Quality and Operations Division (PQOD) by collaborating with the PQ Advisor and International Programme Officers (IPOs) on assessing progress towards our Quality Standards, and collaborating with the Accountability Advisor on using and learning from COMPASS. The role will also increase the division's capacity for training staff and partners in Project Cycle Management issues, including contributing to the development of the Programme Management Induction development and roll-out. The post-holder will also share responsibility for coordinating the MEL CoP with team colleagues with the requirement to take matrix management responsibility as and when needs arise.

In addition, the role will support organisational reporting and evidencing for impact, in collaboration with advisors in Programme Policy, Research and Learning (PPRL), and in particular the Research, Evidence and Learning (REL) team, as well as in FSE.

Role requirements

Relationships

External External networking (e.g. with donors and peer INGOs) to ensure CA's PCM approaches are informed by/inform external debates on accountability. Liaison with donor technical and contract management teams in relation to particular contracts and programmes

Internal Effective relationships across CA, with emphasis on collaboration and support. Ongoing contribution to projects within the PQOD as they emerge, alongside PQOD colleagues and others. Collaboration with colleagues in the Humanitarian Division, in the REL Team, in Programme Funding and in Internal Audit and Finance. Advisory (distance) relationships with programme teams, to strengthen thinking and practice, without management authority. Highly collaborative peer relationships with programme funding colleagues to ensure alignment between CA's PCM processes and donor accountability. Strong links to key programme staff working on institutionally funded projects and programmes and to geographic Divisional Managers and geographic heads of programme funding and other ID senior managers. Close collaboration with International Directorate colleagues to ensure programme support fully reflects the ID's priorities and agenda. Matrix management of M&E and related staff as required.

Decision making

Budgetary/savings responsibility

Takes overall decision making authority for M&E components of major programmes and is accountable for these, in collaboration with country teams and the Programme Funding team. Manages donor-facing evaluations and other externally-funded research and evaluation projects, as agreed during proposal development/negotiation.

Works with PQOD teams on continued development of Christian Aid's programme management policies and guidance. May recruit and manage consultants, interns or volunteers appointed to support programme M&E and quality processes, systems or resources. Works with senior managers and staff to identify and respond to risks, capacity gaps and performance/implementation issues. Must consider value for money in carrying out work

Analytical skills

Ability to analyse quantitative and qualitative data and share findings with a range of audiences for learning, accountability and decision-making. The post requires the ability to use available evidence to prepare meaningful and concise reports and therefore requires in depth knowledge and experience of M&E processes and methodologies. Required to proactively develop and produce new reporting formats and techniques to further Christian Aid's messaging and demonstration of impact to a range of internal and external audiences.

Developing self and others

Number of Direct reports 0
(though possible)

Overall people management responsibility
Possible matrix management of contract-based roles

Ability to take initiative, be self-motivated and develop capacity of Christian Aid and partner staff. May periodically have matrix reports and has responsibility for developing, coaching and motivating colleagues/project team members/ partners, including those who report in through others and may include more than one team. May monitor performance review and development planning and activities within a function/across major projects to ensure that best practice is being met.

Role related checks

Child protection clearance Standard **Counter terrorism screening** Not required

Person specification

Applied skills/knowledge and expertise

Essential

- Relevant undergraduate or postgraduate qualification or other evidence of highly developed analytical ability
- Experience of field based M&E practice in a development and/or humanitarian context
- Strong understanding of project cycle management for humanitarian and development projects
- Strong understanding of the theories of change, logframes and results frameworks, and using indicators to collect data on results
- Strong understanding of quantitative and qualitative research methodologies
- Ability to communicate effectively in English and French
- Familiarity with current thinking / debates on programme quality / results, value for money, evaluation and impact assessment in international development.
- Familiarity with a wide range of M&E methods and tools, including digital methods and techniques of data gathering, management and presentation
- Proven experience of developing MEL plans and frameworks and tools with partners
- Proven experience in capacity development and training, including development of training materials
- Understanding of gender sensitive and inclusive programming, and the implications for M&E.
- Excellent report writing skills
- Excellent communication skills, including using digital data visualisation tools, videos, presentation applications etc.

Desirable

- Ability to communicate effectively in Spanish
- Familiarity with sector wide quality frameworks, in particular the Core Humanitarian Standard
- Experience in training field based M&E staff, including enumerators and data entry staff
- Experience of commissioning and managing consultants
- Experience of participatory approaches to monitoring and evaluation, and understanding of beneficiary accountability/feedback mechanism

Digital/IT competencies required

Word, Excel, PowerPoint	Advanced	Web content design & development	N/A
Internet based collaboration tools and video calling	Intermediate	Social Media	Basic
Data Visualisation	Intermediate		

DATE CREATED

06/08/2021