



## **JOB DESCRIPTION**

**Position:** Impact Assessment & Shared Learning (IASL) Manager

**Responsible to:** Director of Programmes

**Location:** Abuja

**Line Management:** IASL Officer, matrix reporting – MEL Advisor

### **Overall purpose**

The post holder will be a part of the Country Management Team. S/he will lead and coordinate the operationalisation of effective and appropriate systems and processes for planning, measuring progress and impact, learning and reporting across the organisation.

S/he will also provide leadership in meeting Accountability, Learning and Planning System (ALPS) requirements at all levels.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

### **Technical**

#### **Planning and Reporting**

- Promote and support AAI's Accountability, Learning and Planning (Alps) system and domestication within AAN, partner organisations and communities
- Lead the process of development and review of strategic documents such as country and programme strategy papers and translate these into departmental/unit plans for operational delivery
- Coordinate the overall planning processes across the organisation including analysing organisation-wide plans (three-year and operational) to ensure delivery of strategic objectives and prepare gap analysis and gap closure recommendations for review at Country Management Team meetings.
- Lead on the development of organisation-wide report, management updates and other reports as necessary to ensure accountability across Local Rights Programme (LRP) to other donor funded projects
- Coordinate the project steering committee meetings convened by the Director of Programmes

#### **Monitoring, Evaluation and Learning**

- Work collaboratively with unit Leads to develop systems for monitoring progress against country strategy papers and other strategies
- Develop standards and tools as well as provide technical advice – guidance, coaching, training - to local and national programme teams and implementing partners on M&E
- Take a lead on LRP monitoring and evaluation system
- Coordinate the annual Participatory Review and Reflection process (PRRP) with programme partners and development of Annual Progress Document
- Responsible for quality control of evaluations, partnership appraisals and peer reviews
- Ensure that feminist lens, power analysis and rights perspectives are fully incorporated into ActionAid's planning, monitoring and evaluation processes
- Ensure implementing partners' compliance with agreed programme standards including meeting reporting requirements
- Co-ordinate the operationalization of action research to elicit issues impacting on power, poverty, gender and vulnerability especially from the perspective of the poor and excluded people
- Actively engage in applied research to increase capacity in the organisation to test theories of change and promote innovation leading to increase impact

### Management Information Systems

- Provide oversight to the management of the Impact Assessment and Shared Learning unit and the Knowledge Management working group
- Position Data Management System (DMS) as a core part of meeting the information needs of the organisation in an efficient and cost-effective way
- Participate in the development and implementation of programme and organisation learning activities of ActionAid Nigeria (AAN)
- Develop and support the operationalisation of management information systems (MIS) for capturing and managing data including baseline and coverage information, emanating from programme work in the communities

### Human Resources

- Ensure performance management and staff development of both direct reports and staff in extended matrix teams
- Monitor the team's performance against the agreed organisational standards and ensure that problems are identified and resolved
- Foster the necessary consultation, communications and good relation with other departments and the entire organisation

### Others

- Responsible for Impact Assessment and Shared Learning budget
- Support the various themes in the development of funding proposals for programme work, especially in definition of progress and impact assessment processes
- Build and sustain networks with organisations and practitioners working in the areas of impact assessment and shared learning with a view to influencing and learning from approaches and practices beyond AAN
- Assume any other responsibilities relevant to the position as assigned by line manager

### Representation

- Represent AAN and ensure the maintenance of optimum relations at all levels with Government agencies, Private Organisations, as well as Non-Governmental Organisation in Nigeria.
- Represent AAN at meetings within ActionAid Federation and platforms relevant to the role.

### Key Relationships

**Internal Relationships:** Entire AAN staff, AAI team

**External Relationships:** Partners, Networks & Donors

### Persons Specifications

Attributes/Skills	Essential	Desirable
<b>Education/ Qualifications</b>	<ul style="list-style-type: none"><li>• First degree in social sciences or arts/humanities</li><li>• Masters degree in a related field</li></ul>	<ul style="list-style-type: none"><li>• Membership of relevant professional Institute</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Minimum of 8 years work experience, 5 of which should be in a similar role in the development</li><li>• Excellent quantitative and qualitative monitoring and evaluation skills and familiarity with the range of approaches and methods currently being deployed in the development sector</li><li>• Human Rights Based Approach programming and monitoring</li></ul>	<ul style="list-style-type: none"><li>• Deep understanding of and commitment to human rights based approach including women's rights, with knowledge of methodologies that are effective in monitoring and evaluation</li></ul>

	<p>experience, including working with partners and social movements</p> <ul style="list-style-type: none"> <li>• Experience designing and monitoring campaigns</li> </ul>	
<b>Skill Abilities</b>	<ul style="list-style-type: none"> <li>• Strong writing skills</li> <li>• Strong analytical/problem solving skills</li> <li>• Ability to influence and encourage others to new concepts and ways of working within an environment of change</li> <li>• Excellent planning and prioritization skills</li> <li>• Demonstrable IT skills</li> <li>• Highly numerate</li> <li>• Excellent skills in policy analysis and interpretation</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A person of integrity</li> <li>• Creative and takes initiative</li> <li>• Ability to work effectively in a diverse team environment</li> <li>• Willing to work additional hours at crucial times</li> <li>• Self motivated person able to work without close supervision</li> <li>• Proven Leadership Qualities</li> <li>• Effectively promote AAN's mission, values and objectives</li> </ul>	

Signed by: \_\_\_\_\_  
**IASL Manager**

Signed by: \_\_\_\_\_  
**Director of Programmes**