

CHOOSE LOVE

Job Title: Monitoring, Evaluation and Learning (MEL) Consultant - Refugee Youth Leadership Council

Duration: 24 months (project-based), spanning up to **60** days of consultancy in total

Daily Rate: £250-£320

Reports to: Head of Programmes

Location: Remote

ABOUT US

Choose Love supports refugees and forcibly displaced people worldwide, ensuring they have what they need when needed. Our support ranges from lifesaving search and rescue boats to hot, nutritious food, clothes, and legal advice. We're a small, agile, and ambitious team powered by our vision of a world that chooses love and justice every day for everyone.

With the support of the Bezos Family Foundation, we are establishing a Refugee Youth Leadership Council (RYLC), comprising 12–14 young refugees. The Council will empower participants by amplifying their voices, equipping them with leadership and advocacy skills, and connecting them to high-level forums for policymaking and public engagement.

This new MEL role will be dedicated to designing and implementing a robust Monitoring, Evaluation and Learning framework specifically for the Refugee Youth Leadership Council.

POSITION SUMMARY

Reporting to Choose Love's **Co-Director of Programmes** and working closely with the **Project Coordinator – Refugee Youth Leadership Council**, the **MEL Consultant** will be responsible for developing, managing, and continuously refining all MEL activities for the Council. The Consultant's efforts will ensure that young refugees' perspectives drive the measurement of success, that safeguarding principles are upheld, and that genuine learning informs the Council's evolution and potential replication.

Key Objectives

- Define clear outcomes and indicators for youth empowerment, leadership skill-building, and advocacy success.
- Implement a robust, culturally sensitive data-collection approach, emphasising ethical standards and participant wellbeing.
- Facilitate real-time learning and adaptation throughout the programme, ensuring the Council remains responsive to participant feedback and external shifts.

- Contribute to concise, insightful reports to inform Choose Love’s internal decision-making and donor reporting, reflecting the Council’s journey and achievements.

SCOPE OF WORK

1. Design and Refinement of MEL Framework

- **Create a bespoke MEL plan** tailored to the needs, timelines, and objectives of the Refugee Youth Leadership Council.
- **Identify relevant indicators** related to youth leadership, advocacy, policy influence, and community engagement, co-developed with Council members wherever possible.
- Integrate **safeguarding and wellbeing considerations** throughout all data-collection processes.

2. Data Collection and Tools

- Select or develop **user-friendly data-collection tools** (e.g., surveys, focus group protocols, digital reporting platforms like Airtable) that are inclusive and accessible for displaced young people.
- Train and support **Council participants**, the Project Co-ordinator, and other key stakeholders in data-collection methods.
- Ensure **data privacy and security** standards are maintained at all times.

3. Analysis, Reporting, and Dissemination

- Conduct **regular analysis** of qualitative and quantitative data, measuring progress on leadership development, advocacy outcomes, and community impact.
- Synthesize data to contribute to **monthly, quarterly, and/or milestone-based reports** for Choose Love’s leadership and donor(s), summarising achievements, challenges, and recommendations.
- Capture **case studies and success stories** that showcase the transformative impact on individual Council members and their communities.

4. Learning and Capacity Building

- **Facilitate learning sessions** with the Refugee Youth Leadership Council and Choose Love staff, highlighting progress and areas needing adjustment.
- Support the Project Co-ordinator in **translating MEL findings** into actionable improvements for Council training, policy engagement, and outreach activities.
- Incorporate **adaptive management** principles, promoting real-time shifts in programme design based on emerging evidence.

5. Collaboration with the Project Co-ordinator

- Work closely with the Project Co-ordinator to align the MEL cycle with Council activities and events (e.g., monthly virtual meetings, two in-person residencies).
- Provide timely feedback on Council-related processes (recruitment, safeguarding, communications) to ensure they meet quality and ethical standards.
- Offer strategic insights to maximise **budget impact** and resource allocation in line with

evidence from MEL activities.

6. Post-Programme Reflection

- Conduct a **final evaluation** after the Council’s year-long implementation phase, documenting lessons learned and best practices for future replication or scale-up.
- Present findings through **final reports and learning briefs**, emphasising participant-driven recommendations.

Deliverable	Indicative Deadline	Key Activities
1. Inception Report	End of Q1 2025	- Desk review findings- Proposed MEL framework, indicators, and tools
2. Baseline Assessment & Tools	Q2 2025	- Baseline data for RYLC participants- Training materials for staff
3. Mid-Term Review & Adaptive Recommendations	Q3 -Q4 2025	- Analysis of quarterly data- Consultation with RYLC, Project Co-ordinator
4. Outcome Harvesting & Learning Briefs	Q1 2026 – Q2 2026	- Collection of participant testimonies- Draft of stories of change
5. Final Evaluation Report	Q3 2026	- Comprehensive outcome analysis- Lessons learned & scale-up feasibility
6. Dissemination Event/Reflection Session	Q3 – Q4 2026	- Presentation of results to RYLC and stakeholders- Recommendations for future

PERSON SPECIFICATION

We welcome proposals from both **individual consultants** and **consulting organisations** that demonstrate a proven track record in MEL.

Essential Criteria

- Technical Experience:
 - Demonstrable expertise in monitoring, evaluation and learning with **refugee or youth-focused programmes**.
 - Experience incorporating **trauma-informed, inclusive** methodologies.
 - Proficiency in both **quantitative and qualitative** research methods, including

- participatory approaches.
- Proficiency in data-management and visualisation tools, such as Airtable, Excel, Power BI, NVivo, or similar.
 - Excellent **report-writing** skills, capable of translating complex findings into clear, actionable insights.
 - **Soft Skills:**
 - Strong **collaboration** and communication abilities, working effectively across remote teams and with diverse stakeholders.
 - Ability to produce concise, accessible written outputs for a variety of audiences.
 - **Safeguarding:**
 - Familiarity with **child protection and safeguarding protocols**, especially when working with vulnerable or displaced youth populations.

Desirable Criteria

- **Institutional Donor Familiarity:** Experience with philanthropic foundations or donors requiring rigorous MEL.
- **Language Skills:** Additional language skills (e.g., French, Arabic, Spanish) relevant to Council members.
- **Flexibility:** Ability to adapt to changing contexts, time zones, and participant availability.

SAFEGUARDING AND EQUAL OPPORTUNITY

At Choose Love, safeguarding is paramount. We uphold strict standards to protect children, young people, and vulnerable individuals. All staff and consultants undergo checks, and adherence to our Safeguarding and Welfare Policy is mandatory.

We embrace diversity and value the unique contributions of people from all backgrounds. We strongly encourage candidates from underrepresented and marginalised communities, including those with lived experience of displacement, to apply.

APPLICATION PROCESS

Interested candidates should submit the following materials by **26/02/2025** 23:59 to people@choose.love, with the subject line: "MEL Consultant Application":

- 1. Cover Letter**
 - Briefly outline your relevant experience and key motivators for applying to this consultancy.
- 2. Curriculum Vitae (CV) or Organisational Profile**
 - Demonstrate relevant project experience, technical competencies, and prior work in similar contexts.

We review applications on a rolling basis and will contact shortlisted applicants to arrange interviews. If you have any questions regarding the role or the scope of work, please email people@choose.love.

Recruitment Information:

Interviews will take place on the week commencing **10th of March 2025**.

As part of the interview process, you may be asked to complete a short presentation exercise which will enable you to showcase your technical knowledge and experience.

Contact Information:

To explore the opportunity further, for any queries you may have or if you would like to arrange a quick call with the RYLC Project Co-ordinator, please contact people@choose.love

Pre-employment Checks:

Employment with Choose Love will be subject to the following checks before your start date:

- A satisfactory Disclosure and Barring Service (DBS) check
- Receipt of two satisfactory references

At Choose Love, we cultivate a vibrant, inclusive office culture that blends passion and playfulness. Our fun and dynamic environment encourages creativity and collaboration with a relaxed, dog-friendly atmosphere where furry friends are always welcome. We believe in balancing hard work with joy, fostering a community where everyone is inspired to make a difference while enjoying the journey.

Choose Love is committed to building an inclusive and diverse organisation and welcomes applications from all community sections. If you need us to make an adjustment or provide additional support as you apply for a role, please email people@choose.love to discuss this in further detail.