

Job Description: Head of Monitoring, Evaluation and Learning

Job Title: Head of Monitoring, Evaluation and Learning

Location: London or Nairobi with flexible working and international travel

Contract: Permanent

Salary: £57,000 gross per annum. The salary for Nairobi will be based on the local market equivalent.

Reporting to: Director of Research, Advisory and Policy

Responsible for: Monitoring, Evaluation and Learning Adviser; supervision of MEL focal points, occasional consultants.

Conciliation Resources

Conciliation Resources (CR) 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.

Research, Advisory and Policy Department (RAP)

The Research, Advisory and Policy Department (RAP) of 9 staff facilitates learning and provides guidance to improve peace policy and practice inside and outside CR.

RAP is responsible for the Accord publication series and cross-organisational research programmes, thematic policy advocacy, and the organisational approach to, and technical support to Programme Departments and the research team on gender and monitoring, evaluation and learning (MEL) and policy advocacy. The RAP Department includes the CR EU team based in Brussels.

CR's approach to Monitoring, Evaluation and Learning (MEL)

Conciliation Resources' approach to project design and MEL is rooted in a culture of evaluative thinking and usefulness. We use evidence and systematic reflective spaces to improve the relevance, efficiency, effectiveness, impact and sustainability of our work, and have adapted the Outcome Harvesting MEL methodology to achieve this. We apply a gender perspective in our conflict analysis and evaluation methods. Our plans for MEL are part of Operational Goal 5 in our [Strategic Plan \(2020-2025\)](#), to 'Develop Learning, Evidence and Creativity'.

Job Purpose

The Head of Monitoring, Evaluation and Learning leads on developing and implementing Conciliation Resources' strategy, systems and skills for MEL in our peace practice. They ensure that MEL in CR serves to: evaluate the impact of our interventions; improve adaptability and effectiveness of our practice, including the objectives in our Gender Strategy; record, organise

and learn from evidence of what works and what doesn't; improve our knowledge base, culture and practice of capturing and measuring change; and inform CR and the wider peacebuilding sector about how to measure progress in peace initiatives.

The Head of Monitoring, Evaluation and Learning acts as the technical lead on MEL, providing thought leadership, strategic guidance and technical advice to Programme and RAP teams on MEL; on learning goals in our Strategic Plan; on measuring progress towards our peacebuilding goals, our Theory of Change and our Results Framework; and on how to use MEL data for different strategic processes.

Scope and Accountability

The Head of Monitoring, Evaluation and Learning is accountable to and line-managed by the Director of Research, Advisory and Policy, and is a member of the Research, Advisory and Policy team. They work closely with CR Programme Departments and partners, Communications and Development teams, and the Executive Management Team. They are a member of the Team Leaders Forum.

Specific responsibilities and tasks

Strategy and leadership

- Lead on the design, development, implementation and appraisal of CR's Monitoring, Evaluation and Learning Strategy.
- Lead on reviewing and promoting the use of Conciliation Resources' organisational Theory of Change and Results Framework.
- Manage programmatic or organisation-wide evaluations and peer reviews.
- Support the development of frameworks to evaluate organisation-wide strategic plans.
- Support the Communications, Development, Research and Policy teams in the strategic use of MEL data.
- Facilitate cross-team or cross-organisational learning drawing on MEL evidence and data.

Delivery and tools

- Oversee, advise and support Programme teams 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.
- Lead on the planning, promotion and delivery of Outcome Harvesting across the organisation, reviewing and improving the process over time.
- Strengthen the capacity of CR staff and partners to design and deliver MEL activities, including by providing training, tools and coaching as required.
- Manage the MEL team, including the MEL Adviser and MEL functions of Programme Department staff, and team budget.

- Work closely with the Gender Team on the integration of gender-responsive and transformative approaches and indicators into MEL frameworks.
- Lead the development of Theories of Change at project, programme and thematic levels.
- Draft MEL frameworks for fundraising bids in consultation with relevant Programme or RAP teams.
- Develop and supervise the use of CR's online system for MEL and Outcome Harvesting in Podio, ensuring that MEL data is at a minimum gender-sensitive.

External Representation

- Lead on documenting and disseminating learning on MEL for peacebuilding and peace processes within CR and across the sector, including by representing CR and providing thought leadership in specialist external networks.
- Represent CR's MEL work to existing and potential institutional donors, providing training as required.

Other

- Take an active part in the Team Leaders Forum.
- Contribute to RAP annual planning and quarterly reporting, performance management processes, and keep the Employment Hero HR System up to date.
- Demonstrate a commitment to gender equality, diversity and inclusion, including a respect for diverse cultures and ways of working, adhering to CR's Equality and Diversity Policy and its effective implementation.
- CR is deeply committed to keeping people safe from harm, whether they are personnel or those who come into contact with our work: the postholder will manage how safeguarding is considered and implemented in projects they supervise.
- Handle information in line with CR's Data Protection and Privacy Policy and other relevant policies.
- Apply our core values to all work and develop them within the organisation, as set out in the Code of Conduct.
- Adhere to Conciliation Resources' health and safety policies at all times.
- The role may involve travel to different locations. Prior to and during travel to particular contexts, observe the security advice provided by the relevant Programme team. During all trips, behave in such a way as to prioritise the safety of themselves and your colleagues.

Essential Knowledge, skills and experience

- Thorough knowledge of complexity aware approaches and methodologies for MEL at strategic, organisational and project level, including Outcome Harvesting.
- Experience in leading the design and implementation of MEL systems at organisation level.
- Experience of integrating gender into MEL frameworks and approaches.
- Experience of applying different MEL frameworks and techniques, such as logical frameworks, Outcome Harvesting, theories of change and participatory techniques to programme design.
- Experience in delivering MEL training and capacity building support online and in person.

- Experience of staff line management and the procurement and management of consultants.
- Ability to work as part of a team as well as independently, and to work collaboratively with a flexible approach.
- Excellent verbal and written communication skills in English and the ability to communicate complex information and arguments clearly and accurately.
- Strong facilitation skills, including in online format.
- Excellent evaluative and creative thinking skills. Ability to handle a complex and changing workload meeting internal and external deadlines.
- Capacity to listen actively to people from varying backgrounds having a range of political, cultural, and value orientations.
- Good political judgement, including an appreciation of how to handle sensitive and confidential issues.
- Be able to inspire, educate, motivate and influence others across an organisation and more broadly.
- Good IT skills.

Desirable Knowledge, skills and experience

- Knowledge of MEL challenges for peacebuilding.
- Spoken French.
- A post-graduate qualification or equivalent through experience in a relevant subject area.
- Experience of presenting to donors and senior level stakeholders. ● Experience of working in/on a country affected by violent conflict.
- Experience of raising funds to support one's area of work.
- Understanding of organisational learning.