

JOB DESCRIPTION

Job Title:	Monitoring, Evaluation and Learning (MEL) Adviser
Location:	London, Nairobi, Kampala and Bishkek (other locations will be considered in countries where Saferworld has a presence)
Reports to:	Regional MEL Advisor
Position type:	National – must have right to work in country of application
Salary range and Grade:	Grade F - UK salary: £43,800 - Based on the location of the applicant, the national salary structures of the corresponding country will apply
Contract terms and hours:	- Fixed Term Contract- 12 months (Maternity Leave Cover) (starting as soon as possible) - Standard working week is 37.5 hours - Other working arrangements such as part time hours can be considered

Background:

Saferworld is an independent, not-for-profit international organisation working to prevent violent conflict and build safer lives in countries and territories across Africa, Asia and the Middle East. We work in solidarity with people affected by conflict to improve their safety and sense of security and we conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity.

In our ten-year strategy, *Working in Solidarity for a Safer World, 2021-31*, we committed to continuing to invest in learning and accountability: we monitor and evaluate all our work and we learn with partners. We do this through regular practice of outcome harvesting and adaptations based on what we learn; evaluation exercises – internally by our MEL team and externally by others, including our partners – participatory research, knowledge and learning hubs, and learning partnerships.

Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.

Job purpose:

The Monitoring, Evaluation and Learning (MEL) Adviser provides technical leadership and practical support to strengthen monitoring, evaluation and evidence generation across Saferworld's programmes and partnerships. Working closely with country leads/teams, thematic advisers, and civil society partners, the post-holder supports the design and implementation of robust MEL systems and processes that enable programmes to measure progress, demonstrate results, meet accountability commitments and generate high-quality evidence for learning on the effectiveness of Saferworld's conflict prevention and peacebuilding.

The MEL Adviser provides technical advice on programme design, theories of change, results frameworks, indicators, monitoring approaches and evaluations, ensuring that MEL systems are appropriate to complex and conflict-affected contexts and aligned with organisational principles and standards and donor requirements. The role supports programme teams and partners to collect, analyse and use evidence effectively, strengthens MEL capacity across the organisation, and contributes to high-quality donor reporting and accountability.

The post-holder also facilitates reflection and learning processes that help teams interpret evidence and adapt their work, while contributing to the continuous improvement of Saferworld's MEL approaches, tools and practices. The role works collaboratively across the organisation to foster a culture of evidence-informed decision-making, adaptive programming and mutual learning.

Distinct from the Learning Adviser role, which focuses on strengthening *how Saferworld learns, adapts and applies evidence across the organisation*, the MEL Adviser focuses on *generating, assessing and assuring the*

quality of evidence through monitoring, evaluation and results measurement systems. Together, these roles form a complementary and integrated evidence, learning and adaptation function that supports organisational effectiveness, accountability and impact. Therefore, the MEL Advisor will work collaboratively with the Learning Advisor to ensure coherence across the MEL function.

Responsibilities and duties:

Technical Monitoring, Evaluation and Learning Support

- Provide technical advice and accompaniment to country, regional, and global programme teams and their partners on monitoring, evaluation and learning.
- Support programme teams and partners to develop and review theories of change, logical frameworks, results frameworks and MEL plans.
- Provide quality assurance and technical feedback on MEL frameworks and programme documentation.
- Support programme teams and partners to strengthen monitoring systems and ensure data is used to inform learning and adaptive programming.
- Respond to ad hoc requests for MEL support across country, regional, and global programmes.

Outcome Harvesting, Evaluations and Learning

- Work collaboratively with Learning Advisor and programme, policy, advisory, and core function colleagues to strengthen organisational effectiveness and impact.
- Support the planning, facilitation and follow-up of outcome harvesting processes and (co)facilitate outcome harvesting when required.
- Analyse and synthesise outcome data to identify key learning and programme achievements.
- Support programme teams to document learning, including stories of change and other learning products.
- Lead or support the design, implementation, and analysis of internal evaluations.
- Support the commissioning and management of external evaluations (where required by donors).
- Draft internal evaluation or review external evaluation reports and provide technical feedback to ensure quality and learning.

Reporting and Programme Development

- Provide technical input into donor reports, ensuring evidence is robust, well-presented and aligned with programme results.
- Support organisation-wide reporting processes, including coordinating internal biannual reporting and contributing to external annual reporting.
- Review monitoring data and support programme teams to strengthen reporting against results frameworks.
- Contribute to proposal development by reviewing results frameworks, theories of change, indicators and MEL sections of funding proposals.
- Support programme teams to respond to donor and partner requests relating to monitoring, evaluation and learning.

External Engagement

- Represent Saferworld in relevant evaluation, learning, and adaptive management networks and communities of practice.
- Contribute to sector-wide discussions on evaluations, learning, adaptive programming, locally-led peacebuilding effectiveness.
- Engage with donors, partners, consultants, or other stakeholders on MEL or other related matters as required.
- Identify opportunities for collaboration, innovation and external learning partnerships.

Key working relationships:

Internal:

- **Director of Cross-Organisational Policy, Advocacy, Advisory, and Learning, Regional Directors, Country Programme Leads, and other Programme Team Leads:** working together on strategies, guidance, and other areas of organisational development as they arise; working closely to agree on MEL support priorities as part of our commitment to quality assurance and more equitable partnerships.
- **MEL Coordinators/Focal Points across country/regional and thematic/global programmes:** providing technical support and accompaniment on organisational approaches to MEL.
- **Learning Advisor:** collaborating and ensuring coherence across the MEL function to support organisational effectiveness, accountability and impact.
- **Colleagues across regional programmes, the cross-organisational department, and core functions:** facilitating cross-organisational learning processes, promoting use of learning and evidence to influence policy.
- **Fundraising and Programme Development colleagues:** providing technical support on MEL to programme development processes and funding proposals.

External actors: maintaining existing and developing new relations with civil society organisations and Saferworld partners, national and international institutions (e.g., governments, donors, multilateral), and other relevant stakeholders, including learning networks and evaluation consultants.

Scope and accountability:

Decision making and limits of authority:	Responsible for developing or maintaining MEL systems and methodologies to meet new and existing needs.
Financial resources:	Responsible for task-specific MEL budgets
Other resources:	Responsible for biannual reporting system (on Sharepoint), organisational MEL results framework, cross-regional/organisational information-sharing and lesson learning regarding MEL resources and guidance; shared responsibility for quality and accuracy of MEL data.
People management:	Responsible for oversight of external evaluation consultants (as required).
Legal, regulatory and compliance responsibility:	Responsible for developing and implementing MEL methodologies that comply with safeguarding and legal obligations.

Person specification:

Knowledge, qualifications and experience:

- Degree or equivalent experience in international development, social sciences, peacebuilding, monitoring and evaluation, or a related field.
- Experience providing monitoring, evaluation, and learning support within partnership-based international development, humanitarian or peacebuilding programmes.
- Experience supporting programme design, theories of change, results frameworks and MEL plans.
- Experience supporting donor reporting and the use of evidence for learning and accountability.
- Experience supporting evaluations and/or participatory learning approaches, such as outcome harvesting.
- Experience working collaboratively with international teams and local partners.
- Understanding of participatory and adaptive approaches to monitoring, evaluation and learning.
- Understanding of conflict-sensitive, gender-responsive, and locally-led programming.

Skills and abilities:

- Excellent written and verbal communication skills.
- Strong analytical and problem-solving skills.
- Excellent facilitation skills.
- Ability to synthesise complex information into clear and accessible outputs.

- Ability to manage competing priorities and work across multiple programmes.
- Strong organisational skills and attention to detail.
- Ability to build positive working relationships across multicultural teams.

Personal qualities:

- Collaborative and supportive approach to working with colleagues and partners.
- Self-motivated and able to work independently.
- Curious and committed to continuous learning and own continuing personal and professional development.
- Flexible and responsive to changing operating contexts and programme priorities.
- Commitment to decolonised, locally-led, participatory and learning-focused approaches.
- Commitment to Saferworld's vision, mission and values.
- Commitment to respect, equality, diversity and inclusion, and understanding of how this applies to own area of work.
- Commitment to and compliance with Saferworld's safeguarding principles.

Other requirements:

- Willingness to undertake occasional international travel where required, including to conflict-affected contexts where Saferworld has an operational presence and/or programming.

Application process:

- Apply through our vacancy portal on our Saferworld [Jobs website](#)
- Send your CV and a covering letter (maximum two pages) addressing the person specification and why you feel your experience matches the requirements of the role. AI should be used responsibly and for minimal support. Any applications showing heavy use of AI will be rejected.

Closing date for applications: 20th October 2026