

Job Description

Job title:	Monitoring, Evaluation and Learning Advisor
Job location:	Kenya (Nairobi), Cameroon (Yaoundé)
Reports to:	Senior Monitoring Evaluation and Learning Advisor
Responsible for:	None
Department:	Monitoring, Evaluation and Learning (MEL); Operations, Planning and Finance Directorate

Job purpose

The Monitoring, Evaluation and Learning Advisor will be the global technical MEL lead for quantitative data, responsible for strengthening current MEL practice and providing technical advice on outcome and inclusive data for eye health, refractive error, inclusive education and social inclusion thematic areas. They will work closely with the Senior MEL Advisors and Managers to identify, test and embed MEL approaches in programmes and projects across the portfolio. They will support the development of MEL and programme colleagues in quantitative evidence generation, strengthening understanding about outcomes of our programmes, as part of a culture of continuous learning and improvement.

The postholder will provide MEL technical support globally from project to thematic level, in line with the strategic focus on inclusion and systems strengthening. They will collaborate with technical leads and programme staff as well as members of the MEL and Research teams to bring about measurable improvements in programme delivery. They will have high level skills and experience in developing enquiry-led approaches and be a solutions-focused self-starter who is able to lead and contribute to collaborations at a global level.

The postholder will support a global portfolio and will be required to travel for up to eight weeks a year, locally and internationally.

Principal accountabilities:

Technical practice and guidance

- Lead on the strengthening, design and implementation of quantitative monitoring and evaluation methodologies and tools to assess the outcome and impact of programmes; support the integration of successful approaches in routine MEL practice through the development of protocols, guidance documents and capacity building.
- Provide technical support, guidance and training on the collection, analysis and reporting of inclusive data, outcome and inclusion measurements, internally and externally to a range of stakeholders
- Lead and contribute to the development of data collection protocols including design, sampling strategies, tools, data privacy, ethics and analysis plans
- Support the development of data flow mapping and data privacy impact assessments
- Provide technical support during Sightsavers' project design process including logframe, Theory of Change and MEL Plan development

- Design and rollout quantitative data collection such as questionnaires and surveys with appropriate tools and robust rationale, budgets and resourcing. Lead the training and oversight of study enumerators, including designing and managing quality assurance processes.

Evidence generation and learning

- Lead data management, cleaning, analysis and reporting for project baseline and endlines and at programme, thematic and strategic levels, with a particular focus on inclusive data. Ensure that findings and recommendations are disseminated to appropriate audiences and contribute to project designs.
- Support the design, delivery and dissemination of learning at project, programme and thematic level in line with thematic, strategic and inclusive data learning questions.
- Support the integration of needs and opinions expressed by people and communities we serve.

The principal accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Jobholder entry requirements - *the essential knowledge, skills and behaviours required*

Essential knowledge (education and related experience):

- Educated to degree level in a relevant field or subject (e.g. international development, public health, social sciences), or equivalent learning and experience.
- Demonstrable experience and excellent technical skills in monitoring, evaluation and learning of flexible and adaptive programmes.
- Extensive experience of developing and using survey tools, including designing app-based data collection (for example using CommCare, or similar systems) and managing varied datasets from small scale projects to databases containing records of approximately 20,000 programme participants.
- Training and extensive experience of working with quantitative data including data cleaning, transformation, statistical analysis techniques.
- Experience producing analytical reports including the use of data visualisation software such as PowerBI, Tableau or similar to communicate findings for a wide range of audiences.

Essential skills (special training or competence):

- Commitment to Sightsavers' values, working with marginalised groups, and inclusive development.

- Proven ability to negotiate and influence different stakeholders with competing needs around a common agenda.
- Excellent interpersonal and communication skills to establish effective working relationships with internal and external stakeholders in English.
- Proven ability to effectively communicate and present complex information to diverse audiences in writing e.g. including evidence synthesis and report writing, and through presentations in person and/or via online platforms e.g. Zoom or MS Teams.
- Proven ability to manage large, complex pieces of work with multiple stakeholders and to produce key deliverables on time in a high-pressure environment working to competing deadlines.
- Demonstrable experience of providing technical support including assessing MEL capacity and facilitating the development of skills and knowledge to meet needs.
- Experience in understanding and responding to the complexities of working across multiple countries and continents in an international development organisation.
- Ability to balance attention to detail with understanding the big picture.
- Availability to travel up to eight weeks a year both locally and in Africa and Asia

Desirable knowledge and skills:

- Master's degree in a relevant field
- Fluency in other Sightsavers' languages e.g. French, Portuguese
- Knowledge of current issues relating to inclusive data and the utilisation of the Washington Group questions on disability.
- Experience with quantitative data analysis software such as SPSS or STATA
- Experience with software platform DHIS2
- Experience of working within a geographically disbursed team.
- Experience in mentoring, facilitation and/or line management
- Experience of working in disability inclusive programmes.
- Experience of writing papers, presenting at conferences

Core Behaviours:

- Great team player and highly collaborative
- Initiative, self-motivation and independent-working
- Methodical, analytical, and accurate
- Solutions-focused, flexible and patient
- Able to give and receive constructive feedback
- Assertive and willing to take difficult decisions and see them through

Key Relationships:

Internal

- Global MEL Team
- Programme staff
- Global Technical Leads
- Research Team
- Data, Analytics and Reporting Team

External

- Consortia partners
- Implementing partners
- Donors