MONITORING, EVALUATION AND LEARNING (MEL) ADVISOR

Reports to: Monitoring, Evaluation, Learning and Technical Manager
Location: London, United Kingdom. Some travel will be required.
Type of contract: One year full time with possible extension. Part time a possibility for the right candidate
Languages required: English
Starting date: March 2021
Salary: £35,000-£42,000 FTE per annum, plus benefits

Background

Hand in Hand we can help women beat the odds and succeed as entrepreneurs. The money they earn and the confidence they gain changes everything. Whole families and communities rise with them.

Since 2003, from Afghanistan to Zimbabwe, we’ve helped 3 million women launch small businesses that can stand the test of time. Some are smallholder farmers learning to stand up to climate change. Some are refugees starting a new life after running from conflict. Others are young women and girls with few opportunities starting to dream – and plan – for the future.

Our members’ achievements (so far) include:

- 3 million new and improved enterprises
- 4.5 million new and improved jobs
- 30% increase in income
- 99% of women with more freedom and influence at home
- 95% of families with savings to see them through a crisis

Hand in Hand International is normally based in Baker Street, central London, with a flexible working policy that includes work-from-home Fridays (outside of the current social distancing circumstances). Our 15-strong team works with partners throughout the global Hand in Hand network, specializing in fundraising, strategic and programmes advice, and donor relations. We are a lean operation, with 90 percent of all funds raised being spent directly on programmes in 2019-20.

We are looking for an experienced, project-facing Monitoring, Evaluation and Learning Advisor who will work closely with our Programmes Team. You will play a vital part in supporting Hand in Hand’s programme delivery and quality, contributing to our long-term success. Your key focus will be to work with our portfolio of complex, multi-year programmes, ensuring evaluation and research activities are delivered to the highest standard. The role is highly international, working especially with colleagues across Afghanistan, Kenya and Tanzania.
Why work at Hand in Hand?

- We are a lean, nimble team, excited by innovation. Got an idea? Let’s try it – no suffocating bureaucracy here.
- Working with our programmes offers the opportunity to impact people’s lives at scale, across multiple themes such as livelihoods, women’s economic empowerment, and climate change.
- Our flat structure encourages work across teams and functions, from fundraising and programme management to communications and events.
- We truly value our employees, offering a range of enhanced and family friendly employee benefits.

We believe diversity drives innovation and excellence and welcome applications from individuals from all backgrounds.

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Duties and Responsibilities

The MEL Advisor will have the following duties and responsibilities:

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**Monitoring and evaluation: programme level**

- Lead in supporting in-country MEL colleagues to develop and maintain M&E plans for Hand in Hand projects in Kenya, Tanzania and Afghanistan. Humanitarian and development.
- Lead in ensuring programme logic models & indicators are in line with organisational frameworks
- Provide programme specific MEL reviews and recommendations for improvement.
- Work with in-country colleagues to develop evaluation Terms of References and support evaluator procurement processes.
- Provide significant inputs into the development of project level data collection tools. Support piloting and rollout of tools by network partners where relevant.
- Undertake quantitative or qualitative analyses where required.
- Work with independent evaluators including: reviewing and feeding back on inception reports, tools and methods, as well as reports.
- Review and quality assure all evaluation reports (internal and external), research reports and other documents produced for projects before finalisation.
- Implement internal research projects as required, developing data collection tools, supporting data collection and leading on data analysis.
- Feed into Hand in Hand’s ICT transformation project which is transforming data collection systems, and aligning these with our new organisational results framework.

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**Learning**

- Support the MEL Manager in extracting and consolidating evidence and learning from our evaluations, projects and programmes and provide feedback to project and other teams on lessons learned.
- Lead on producing evaluation report summaries for internal and external audiences.
- Keep up-to-date with emerging and trending best practice in quantitative research methods, sharing these with colleagues across the Hand in Hand network.
- Organise and deliver training on MEL for staff, in-house and for network partners as needed.

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Duties may vary from time to time as we are a small team. Ability to travel internationally to Kenya and Tanzania would be an advantage but consideration given to those who cannot. (When Covid restrictions allow).
Competencies

Functional competencies:

Essential

• Excellent knowledge of monitoring, evaluation and learning ideally gained from within the international development sector, though UK focused experience will also be considered.
• A demonstrated track record of providing MEL support to complex projects (setting out MEL plans, and evaluation frameworks, developing data collection tools, leading on data analysis and reporting etc).
• An ability to think both strategically and operationally around the application of appropriate evaluation methods, tools, and processes in different contexts.
• Strong ICT skills, especially in using database and analytical software; proficiency in digital data systems will be an advantage.

Desirable:

• A strong understanding of both quantitative and qualitative data collection and approaches.
• Good knowledge of international development issues, especially women’s economic empowerment and enterprise development.
• Experience identifying capacity building needs within a team or organisation and leading training workshops for different types of staff.
• Experience in use of data collection software such as Kobo.

Skills and personal qualifications:

Essential:

• Excellent project management skills with ability to lead and drive work streams from initiation to completion.
• Excellent quantitative skills and attention to detail.
• Ability to prioritise, taking into consideration special assignments, existing deadlines, and available resources.
• Good interpersonal skills, with ability to maintain effective working relationships with staff and partners, across cultures and different working environments.
• Strong communication skills (written and oral).

Desirable:

• Creative, innovative thinker with the ability to work autonomously to identify needs and act upon them.
• An ability to approach work with energy and a positive, constructive attitude.

Required Skills and Experience

Education:

• Educated to degree level or equivalent relevant experience. A MEL qualification would be advantageous but is not essential.
Experience:

Essential:

- Significant experience in a Monitoring, Evaluation and Learning role within the international development or UK NGO sectors.
- A strong track record of analysing, summarising and presenting data.
- Demonstrated experience developing Logframes, Evaluation Frameworks and MEL plans at programme level.
- Previous experience managing, conducting or supporting project evaluations.

Desirable

- Experience with community-based implementation approaches, or a familiarity with projects working on economic empowerment, gender equality, financial inclusion, rural/agricultural development will be a plus.
- Strong familiarity with different types of statistical software.
- Previous work carrying out MEL tasks in non UK settings and working with local teams.

Language Requirements:
Fluency in written and spoken English.

How to apply and inquiries

For further information or to apply for the position please contact Shweta Prabhakar (shweta.prabhakar@harrishill.co.uk) at Harris Hill or Giuseppe Di Maria (Giuseppe.DiMaria@prospect-us.co.uk) at Prospectus.

Deadline for applications is 21st February 2021. Applications will be reviewed on a rolling basis.

For general information please visit our website: www.handinhandinternational.org