



MONITORING, EVALUATION AND LEARNING (MEL) ADVISOR

Reports to:	Director of Programmes
Location:	London, United Kingdom. Remote consultancy will be considered for the right candidate. Full time post, with part time a possibility. Some travel to Hand in Hand's operational countries is required.
Type of contract:	
Languages required:	English
Starting date:	September 2022
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 based in Baker Street, central London, with a flexible working policy consisting of working 2 days from home and 3 days in the office. Our 18-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 sound MEL frameworks are developed and maintained for each project and evaluation and research activities are delivered to the highest standard. This is a particularly exciting time to join the organisation, as we are implementing an ambitious 5-year strategy that will grow our income, expand our geographic footprint, and enable us to deliver even greater impact for women entrepreneurs worldwide.

This role is highly international, working especially with colleagues across Afghanistan, Kenya, Tanzania and Zimbabwe.

Why work at Hand in Hand?

- **Work-life balance:** We offer home working as standard on Mondays and Fridays. Flexible working requests (including compressed hours) will be considered for all roles.

- **Positive, inclusive culture:** Being an employer of choice is one of Hand in Hand's six strategic goals. We aim to have an 80% recommender score (measured via our yearly staff survey). We believe diversity drives innovation and excellence and aim to recruit 33% of all new roles from groups that are traditionally underrepresented in the charity sector.
- **Family-friendly workplace with sector-best parental leave:** Hand in Hand is committed to financially empowering families and breaking down restrictive gender stereotypes. We offer employees **parental leave at 20 weeks' full pay or equivalent to new mothers or primary caregivers and 13 weeks' full pay or equivalent to new fathers or secondary caregivers** (this also applies for adoption and surrogacy). We also offer five days paid dependents' leave per year.
- **International travel:** Visiting our programmes and meeting the entrepreneurs we support is one of the most exciting and rewarding parts of working for Hand in Hand.
- **Pension contributions (above and beyond the norm):** Join our team and we'll pay 6.5 percent of earnings into your pension each month. That's more than double the legal requirement of 3 percent, and almost a third more than the UK average of 4.5 percent.
- **Gym stipend:** We provide a monthly contribution towards gym membership / fitness or wellbeing activities.
- **Cycle to Work scheme:** Receive a bicycle worth up to £1,000 tax-free, repaid over 12 months by means of salary sacrifice.

Duties and Responsibilities

The MEL Advisor will have the following duties and responsibilities:

Monitoring and evaluation: programme level

- Support in-country MEL colleagues to develop and maintain MEL frameworks (logic models, MEL plans, indicator tracking tables) for Hand in Hand projects in Kenya, Tanzania and Afghanistan
- Ensure project-level logic models & core indicators are in line with both organisational frameworks and evolving international best practice
- Work with in-country colleagues to develop evaluation Terms of References and support evaluator procurement processes
- Provide significant inputs into 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 quality assuring reports
- 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 updating data collection systems, and aligning these with our new organisational results framework

Learning

- Extract and consolidate evidence and learning from Hand in Hand evaluations, projects and programmes and provide feedback to project and other teams on lessons learned as needed
- 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 colleagues in London and capacity build network partner organisations as needed

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 will be given to those who cannot.

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.
- A strong understanding of both quantitative and qualitative data collection and analysis
- Strong Excel skills, as well as experience of analytical software such as Stata, R, or NVivo
- Good story-telling skills – ability to package complex data into easily digestible insights.
- Some experience with mobile data collection software such as Kobo, SurveyCTO, etc.

Desirable

- Good knowledge of international development issues, especially women's economic empowerment and/or market systems programmes
- Experience identifying capacity building needs within a team or organisation and leading training workshops for different types of staff
- Experience of supporting MEL for women's empowerment and/or market systems programmes
- Proficiency in data visualisation (preferably in Excel) and understanding of the visual design principles behind effective data viz

Personal Profile:

Essential

- Continual learner and problem-solver with a drive to figure things out for yourself with the resources at hand
- Excellent quantitative skills and attention to detail.
- Good project management skills with ability to lead and drive work streams from initiation to completion.
- 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.
- Ability to prioritise, taking into consideration special assignments, existing deadlines, and available resources.

- 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. Evidence of continual learning a strong advantage.

Experience:

Essential

- Significant experience in a monitoring, evaluation and learning - or similar analytics driven role within the international development or UK NGO sectors.
- A strong track record of cleaning, analysing, summarising and presenting data.
- Demonstrated experience developing logic models, MEL plans, and indicator tracking tables at programme level.
- Previous experience managing, conducting or supporting project evaluations.

Desirable

- Experience with community-based implementation approaches and a familiarity with projects working on economic empowerment, gender equality, business acceleration or market systems 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.