

Job Description: Head of Monitoring and Evaluation

General

Job Title: Head of Monitoring and Evaluation

Location: London (with some international travel)

Reporting to: Director of Policy and Learning

Responsible for: Monitoring and Evaluation Officer, occasional consultants and volunteers.

Organisational Information

Conciliation Resources

Conflict is difficult, complex and political. The world urgently needs to find different ways to respond.

Conciliation Resources is an international organisation committed to stopping violent conflict and creating more peaceful societies. We work with people impacted by war and violence, bringing diverse voices together to make change that lasts. We make peace possible.

Conciliation Resources has been working to build peace for 25 years, and currently operates in eight global regions, with a staff team based mainly in the UK, of over 60 people from different countries and cultural backgrounds. Central to our work is our approach to partnership – we currently work with over 70 partners around the world.

The Accord, Policy and Learning (APL) team

The APL team is a nine person team and covers the following functions:

- influencing public policy and practice on our core organisational themes, including gender and supporting Conciliation Resources' regional programmes in developing and implementing policy and influencing strategies.
- Managing the Accord publication and programme and thematic practice-based research projects.
- Development of Conciliation Resources' systems, skills and approach to monitoring and evaluation and on the promotion of internal learning

We work in a very collegiate way across the organisation, helping to ensure that our thematic work draws on our peacebuilding expertise and is rooted in the practical experience of our regional programmes.

Conciliation Resources recognises that inclusion - the meaningful participation of diverse gender, identity and social groups at all levels of peace processes - is fundamental to sustaining peace and aim to support this in our work. But we also aim to improve the effectiveness of our peace practice by addressing the root causes of violence, focusing on actively contributing to changing structural gender power relations and norms, roles and inequalities to achieve gender equality and inclusive, sustainable peace.

General Criteria

Conciliation Resources' staff operate in a spirit of programme partnership, which demands team-work and collaborative decision-making, transparency and mutual respect, integrity, personal initiative, creativity, political and interpersonal sensitivity and professional discretion.

Job Overview

Job Purpose

The post-holder will lead on developing Conciliation Resources' systems, skills and approach to monitoring and evaluation, as well as reporting to strategic donors. The post-holder will promote, enable and improve our culture and practice of capturing and measuring change within our programme work, as well as at an organisational level. They will work with the Director of Policy and Learning in drawing out lessons from evidence and the successes, or otherwise, of our work which will be shared internally and more extensively.

The post-holder will be a champion of effective and gender-sensitive monitoring, evaluation and learning in Conciliation Resources with the Executive Management Team providing leadership, technical oversight and appropriate support to colleagues.

Scope and Accountability

The Head of Monitoring and Evaluation is directly accountable to, and line-managed by, the Director of Policy and Learning and is a member of the Accord, Policy and Learning team. The post-holder will work in close collaboration with staff and teams across Conciliation Resources. They will work with the Senior Adviser, Gender and Peacebuilding to ensure M&E frameworks capture relevant data and learning to demonstrate the impact of gender and inclusion in CR programming. They are a member of the Senior Leadership Team.

The post-holder leads on continuing the development and embedding of new monitoring and evaluation processes, systems and practices across Conciliation Resources and supporting their use by staff and partners. This will include communicating internally and with partners learning from our achievements in delivering organisational outputs, outcomes and impacts.

The post-holder will attend Executive Management Team meetings as required to provide guidance on key aspects of the role.

Specific Areas of Responsibility

Strategy and learning

- Lead on the development and implementation of a Monitoring and Evaluation strategy which is consistent with the organisation's vision and values and which frames Conciliation Resources' approach to M&E.
- Develop, embed, review progress against, and promote the use of the organisational Theory of Change and results framework.
- Using analysis of M&E data, support teams in implementing and reporting against the organisational Theory of Change and results framework.
- Lead regular review processes to ensure that evaluation and monitoring data collected is gender-sensitive, appropriately analysed and acted upon.
- Develop and handle an annual budget for specific monitoring, evaluation and reporting activities and monitor expenditure.

Organisational practice and tools

- Develop and maintain systems, tools and methodologies to collect, document and analyse data, and share and institutionalise lessons learned.
- Manage programmatic or organisation-wide evaluations, peer reviews or similar, including the selection and management of consultants.
- Lead and promote the continued development and use of our Monitoring and Reporting System (“MaRS”), working closely with the gender and youth advisors to ensure the system supports the capture of gender-disaggregated data against gender-sensitive indicators.
- Act as the organisational lead on reporting to strategic donors, such as Swedish Sida, using MaRS as the source system.
- Support the Director of Policy and Learning in organisation wide learning activities.
- Maintain up to date knowledge of new thinking and approaches in the M&E field.

Integrating monitoring, evaluation and learning into project and programme cycle

- Provide capacity support to develop staff and partners monitoring, evaluation and learning knowledge and skills.
- Where funding permits, provide technical support to CR programme teams and partners to develop project-level monitoring and evaluation processes and systems.
- Support, and in certain cases lead, teams undertaking programme specific reviews and evaluations, ensuring they support organisational learning through dissemination and monitoring of the implementation of recommendations.
- With Fundraising team, provide advice and support on programme research and design ensuring M&E frameworks are gender-sensitive and appropriate tools, techniques and frameworks are costed and included in all funding proposals.
- Incorporate the effectiveness and efficiency elements of Value for Money into programme design and plans.

External Representation

- Represent Conciliation Resources with donors, peer organisations/partners and professional networks.

Other

- Participate in Senior Leadership Team, APL and other organisational meetings or working groups as required.
- Participate in monthly line management meetings and annual performance appraisals.
- Positively engage in CR’s work on safeguarding and help us all to keep people safe
- Share information through our information and relationship management systems: databases, intranet and shared files.
- Assist with staff recruitment processes.
- Perform other duties and tasks, consistent with the skills and expertise of the post-holder, as required in non-routine circumstances.

Person Specification

Knowledge

- Thorough knowledge of approaches and methodologies of strategic, organisational and project monitoring and evaluation.
- Knowledge of M&E challenges for peacebuilding an advantage.
- Understanding of gender-sensitive approaches to monitoring and evaluation and the challenges in practical implementation.
- Understanding of organisational learning and the cumulative capturing of qualitative as well as quantitative data.
- A post-graduate qualification or equivalent through experience in a relevant subject area (an advantage).

Experience

- Track record of leading the design, implementation and providing on-going support for processes of monitoring, evaluation and learning
- Experience of different measurement and evaluation frameworks and techniques, such as the logical framework approach, theories of change and organisational learning, and participatory techniques.
- Experience of using M&E approaches and methods that are appropriate for tackling “wicked” problems, communicating complex issues in a clear and engaging manner to a range of audiences with a broad range of understanding of M&E issues.
- Experience of using participatory M&E approaches that provide space for programme and policy teams, partners and project participants to jointly reflect on the effectiveness and impact of their work
- Experience in delivering training and capacity building support and facilitating meetings and events (in more than one language would be an advantage).
- Experience of procurement and management of consultants
- Experience of working in/on a country affected by violent conflict (an advantage).
- Experience of raising funds to support one’s area of work (an advantage).

Skills

- Excellent verbal and written communication skills in English (knowledge of a second language desirable).
- Strong facilitation skills
- Ability to handle a complex and changing workload meeting internal and external deadlines.
- Evaluative and creative thinking skills and judgement to formulate and coordinate organisation-wide strategy, vision and direction.
- 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.
- Able to work in a team as well as independently and an ability to make decisions efficiently and knowing when to consult.
- Be able to inspire, educate, motivate and influence others across an organisation and more broadly.
- Good IT skills.

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