Candidate Brief

Monitoring, Evaluation & Learning Advisor

November 2015
Dear Candidate,

Thank you for the interest you have shown in our position.

CARE has set a high ambition to economically empower 30 million women through the pathways of financial inclusion, value chain development, dignified work and entrepreneurship. A robust MEL system for continuous programme quality improvement and the creation of quality evidence is critical to multiply impact.

We’re recruiting an experienced MEL Advisor to set out a strong M&E framework, provide best practice guidance and set and coordinate the central learning and research agenda. Part of the wider Women’s Economic Empowerment team, the MEL Advisor will provide strategic advice and support to across the programme technical staff in the team.

This is a new post and success will depend on high quality collaboration across MEL roles within the CARE confederation and with the programme technical, policy and funding teams. The right candidate will be highly skilled in convening across teams and motivated by the input of others.

If you feel you have the skills and experience to become a MEL advisor at CARE, we welcome an application from you.

Christine Svarer
Director
Women’s Economic Empowerment
Background Information

CARE is one of the world’s leading humanitarian and development organisations. Founded nearly 70 years ago with the CARE package, CARE now fights poverty and injustice in 84 countries and has built up a strong reputation for innovation and impact.

CARE’s programmes focus on achieving lasting change by tackling the underlying causes of poverty and strengthening the capacities of poor communities to help themselves.

In everything we do, CARE places special focus on gender issues and working alongside poor women and girls because, equipped with the proper resources, women have the power to help whole families and entire communities escape poverty. Women are a vital part of CARE’s community-based efforts to improve food and nutrition security; protect life and resilience in humanitarian crisis; increase access to quality healthcare and education and expand economic opportunity for all.

CARE helps poor people have a greater say about the decisions and policies that affect their lives, supporting them with information and skills so they can challenge decision-makers. CARE’s advocacy efforts also bring evidence from our programmes of what works to change policy and practice at both a local and global scale. CARE is a non-sectarian and non-partisan organisation.
About the CARE Confederation

CARE International operates in 84 countries, but is held together by 13 national members. These national agencies are separate legal entities but operate through one presence in each country and work together under the CARE International Board and Secretariat, based in Geneva. They are bound together by the CARE code.

Globally CARE employs 8,000 staff, with over 95% of them locally sourced and has an annual income of $800m.

CARE has just agreed a new global Program Strategy which will govern all of our work and which will mean that by 2020, CARE and our partners will support 150 million people from the most vulnerable and excluded communities to overcome poverty and social injustice.

About CARE International UK

CARE International UK is an important part of the global CARE International confederation and one of the largest and most influential members. We employ 115 staff and generate around £45 million a year for CARE’s poverty-fighting work. As well as raising money for CARE’s humanitarian and development work around the world, we provide programme expertise in four key areas:

Humanitarian response

With a long-term presence in many of the world’s most vulnerable places, we take a comprehensive approach to emergency response including preparedness, immediate assistance and long-term recovery. We have a particular focus on women and girls; shelter in emergencies, and building resilience through our climate change adaptation and food security work.

Women’s Economic Empowerment

We are working with poor women to give them access to economic resources through programmes on financial inclusion, supply chains and workers’ rights. The private sector has a critical role to play in reducing poverty and supporting women’s economic empowerment. We take an innovative approach to engage with the private sector at global, national and local levels to improve the impact of their activities so that real opportunities are created for poor people. CIUK has also launched LendWithCare – a new solution for financial inclusion which offers the chance for people in the UK to make small loans to poor entrepreneurs.
Preventing and responding to sexual violence in conflict

In an increasingly turbulent world, we provide expertise and support to our field operations in countries experiencing conflict, by supporting programmes spanning peace-building, reconciliation and rehabilitation. Protecting women from violence and increasing their participation in peace-building is a major advocacy priority.

Governance

The capacity of poor people to influence the institutions that govern their lives is fundamental to addressing the underlying causes of poverty. We work at a local level to help the most vulnerable and marginalised hold public authorities and other power holders to account for how they take decisions and allocate public funds.

Within the CARE confederation, we have five strategic roles. We:

1. Design and deliver quality programmes that address the underlying causes of poverty and specifically examine and address the disproportionate impact of poverty on women and girls.
2. Advocate for policies to help the poorest, and change government and business practices to bring about lasting social change among communities living in poverty and affected by crises.
3. Raise strategic and transformational funding for CARE’s poverty-fighting programmes in the world’s poorest and most vulnerable communities.
4. Support CARE International’s global transformation to achieve broader and deeper impact in our fight against poverty by providing strategic direction, resource and expertise.
5. Value our staff and strengthen our organisational effectiveness and accountability.
Background to the job/the team

CARE Internationals work is guided by its Global Programme Strategy and Women’s Economic Empowerment is a key Programme Goal which CARE International UK (CIUK) leads globally on behalf of the global CARE International confederation.

CARE has set goal to economically empower 30 million women by 2020 by giving them greater access to and control over economic resources, assets and opportunities. It will do so through four primary pathways of financial inclusion, value chain development, dignified work and entrepreneurship. In addition, we are developing a cross-cutting focus on economic empowerment for women in fragile and humanitarian contexts. Our team works to improve practice by providing technical support and expert advice to country office teams, by supporting, designing, and testing innovative programming, supporting, demonstrating impact, and enhancing and sharing critical thinking and across the CARE confederation and contributing to research, publications & public debate.

CARE’s work and the team is recognised across INGOs, global institutional donors including DFID and The Gates Foundation, companies and in policy arenas as providing leadership in developing and delivering innovative pro-poor models for Women’s Economic Empowerment. An ambition of this scale requires a robust MEL system that will deliver progress against target, systematization of learning, creation of tools and models and continuous compelling impact evidence in order to improve programme quality, multiply impact and mobilise resources.

Key Team Responsibilities

- **Lead** the development and delivery of CARE International’s global goal to support 30M women gain greater access to and control over economic resources, assets and opportunities.
- **Scale up, broaden and deepen** CARE’s collective work on women’s economic empowerment
- Create a **strong evidence base** on economic empowerment for women that can be used for continuous programme quality improvement, effective policy and advocacy work, to multiply CARE’s impact more broadly and aid resource mobilisation.
- **Position** CARE externally as a leading organisation on women’s economic empowerment

The MEL Advisor is part of the newly enforced Women’s Economic Empowerment team hosted by CARE UK but working on behalf of the global CARE International Confederation to lead on achieving CARE’s ambition to economically empower 30 million women by 2020.
A core underpinning of the Women’s Economic Empowerment ambition is the generation of high quality evidence and learning from across CARE’s development programming, advocacy and to a lesser but growing extent humanitarian response to show how it is addressing underlying causes of poverty and social injustice. To this end CARE International UK’s is investing in bringing in technical expertise to enhance organisational capacity to generate and manage quality data, evidence and learning from the projects and programmes across CARE.

Working directly with the Business Manager and in very close collaboration with the programme technical side of the Women’s Economic Empowerment team this role will provide strategic advice on MEL within Women’s Economic Empowerment. Specifically, this role will lead on the creation and coordination of an overarching impact, outcome and output indicator framework that the different entities in CARE can align around when designing, delivering and measuring programmes. This will be done in close collaboration with relevant colleagues from across CARE as well as the wider Women’s Economic Empowerment team to ensure strong support and buy-in.

This role is critical to the team’s success and will directly support CARE’s ambitions on Women’s Economic Empowerment through setting out a strong M&E framework as outlined above, provide best practice guidance and set and coordinate the central learning and research agenda. This includes leading on the development of a high quality external global impact report in 2018.

The post holder’s role is central to ensuring that CARE has the capacity to consistently design and implement projects in ways that generate meaningful data to support effective monitoring, evaluation, accountability and learning. The post holder will work closely with a variety of colleagues in CARE, but principally the Women’s Economic Empowerment team, Policy and Advocacy colleagues focusing on MEL and providing them and CARE Country Offices, with systems and tools to facilitate the use of high quality M&E as well as accountability, learning and research methodologies and frameworks. At times the MEL Advisor will be required support the development of bids as well at times to provide technical assistance for large programmes on Women’s Economic Empowerment.

The role will require a good understanding and experience of contemporary practice around M&E, learning and accountability specifically within Women’s Economic Empowerment including financial inclusion, value chain development, dignified work and entrepreneurship. The post holder is expected to remain engaged with external actors who lead in this field. The post act as a liaison between the Women’s Economic Empowerment programme and policy colleagues and MEL teams CARE globally providing information, tools, guidance, data analysis new ideas that will enable strong and compelling programme design, evidence and learning creation.
The role will not directly manage other staff and will be highly skilled in creating change, improvements and building capacity through effective collaboration with colleagues of different backgrounds and cultures.

**Organogram**
Job Description

Main Areas of Responsibility

Strategy, systems, tools and methodologies for programme design
- Work with relevant colleagues to finalise organization wide impact indicators and system for measuring
- Lead on developing a M&E framework including to be used across CARE’s Women’s Economic Empowerment work including specific indicators for each focus area within Women’s Economic empowerment
- Supporting staff responsible for designing bid/proposals with understanding of a range of tools, methodologies and approaches to support quality M&E
- Developing an/or make accessible resource materials that can be used by non-specialists
- Providing in-house training on M&E approaches
- Undertake quality control of the M&E elements of major bids
- Identify a limited pool of consultants to support project design when required
- Occasionally engage directly as part of bidding teams for large and complex funding opportunities as request by line manager

Use of MEL systems, tools and methodologies during programme implementation
- Support staff responsible for managing contracts won in overseeing the application of M&E tools, methodologies and approaches embedded into project design
- Provide in house training and support to non-specialist staff to enable them to carry out oversight of the application of M&E system
- Provide remote and occasional in-country support to country teams and partners to enable them to effectively apply M&E tools and systems for effective data management and evidence generation
- Provide remote and occasional in-country support on the development and use of qualitative and quantitative research tools and methodologies in support of M&E systems
- Provide input to the development of programme evaluations and source external consultants and at times manage those relationships and assignments

Research, Learning and reporting
- Develop learning and research plan for Women’s Economic Empowerment team
- Support the work of implementing country offices and technical teams to make use of data to support research and learning products
- Provide information and resources to support effective data management for use in reports
Impact Assessment

- Participate in the work of the CI Programme Information and Impact Reporting System (PIIRS)
- Support organizational efforts to align evidence with organizationally defined impact and outcome indicators
- Lead or support impact evaluations in selected initiatives
- Lead on development of an organization wide Impact report in 2018

Networking

- Engage with key stakeholders working on MEL for Women’s Economic Empowerment in the UK and across CARE including equivalent roles in other core priority areas of CARE’s programme strategy (SRMHR, Food Nutrition and Security, Humanitarian, Gender, Inclusive Governance and Resilience)
- Make available current thinking and practice for use by non-specialist and specialist colleagues
- Stay abreast of the thinking and practice of key donors agencies and make this available to staff

Team membership

- Contribute towards the development of the team and department annual operating plan and develop an annual individual operating plan.
- Participate in team, departmental and organisational meetings as required
- Contribute to developing the knowledge and skills of others at across by actively sharing knowledge and experience with others.

Other duties

1. Any additional duties as may be reasonably required by a senior manager within the scope of the above.
2. This document forms part of the post holder’s contractual terms and conditions of employment.
3. The document is not an exhaustive list of core elements of the role. This job description is a working document and may be amended from time to time by mutual agreement.
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<thead>
<tr>
<th><strong>External Contacts</strong></th>
<th><strong>Internal contacts</strong></th>
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<tr>
<td>• Organisations and individuals internationally working on good practice around evidence based development</td>
<td>• Team members in the Women’s Economic Empowerment global team</td>
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<td>• MEL Counterparts within peer organisations</td>
<td>• Policy and Advocacy team, particularly advisors with direct responsibility for economic empowerment</td>
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<td>• Evaluation and Research units in donor organisations (DfID, The Gates Foundation, EU etc)</td>
<td>• Staff within CARE International working on the Programme Information and Impact Reporting System (PIIRS)</td>
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<td>• Academic institutions</td>
<td>• MEL counterparts in CARE UK particularly in the Strategic Partnerships team, CARE International members, Country Offices and global outcome areas</td>
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<td>• Programme colleagues in other CI members or Country offices working on women’s economic empowerment initiatives</td>
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*The above list is provided for guidance only and is not an exhaustive list of all the contacts with whom the post-holder may be required to liaise.*

**Data Protection**
The post-holder hereby agrees not to disclose any confidential or sensitive information to a third party or outside organisation except where required to do so by law.

**Health and Safety**
The post-holder agrees to abide by CIUK’s Health and Safety principles and code of conduct and to take all reasonable steps to ensure both their own safety in the work place as well as that of their colleagues.

**Equal Opportunities**
The post-holder agrees to promote and uphold the principles of equal opportunities in accordance with CIUK’s Equal Opportunities Statement and all related policies.
### Person specification

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<th>Essential</th>
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<td><strong>Education / Qualifications</strong></td>
<td>• Relevant degree or equivalent alternative levels of experience and training.</td>
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<td><strong>Skills / Abilities</strong></td>
<td>• Ability to use and apply quantitative and qualitative research methodologies</td>
<td>• Able to speak Spanish or French language to a working standard.</td>
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<td>• Ability to communicate complex ideas simply in writing and verbally</td>
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<td>• Ability to successfully run trainings</td>
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<td><strong>Experience / Understanding</strong></td>
<td>• Experience of working in or on a variety of international development and humanitarian settings</td>
<td>• Experience of working with institutional donors</td>
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<td>• Experience of developing monitoring systems and carrying out evaluations</td>
<td>• Experience of working in women’s economic empowerment, economic development, gender or financial inclusion</td>
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<td>• An understanding of the use and application of gender analysis for development/humanitarian response</td>
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<td>• Familiarity with humanitarian quality and accountability systems</td>
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<td>• An understanding of contemporary UK donor thinking and practice around M&amp;E and learning</td>
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<td>• Experience of writing funding proposals to institutional donors</td>
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<td>• A good grasp of contemporary issues and debates monitoring and evaluation in international development and/or humanitarian response</td>
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<td>• experience collecting and analysing data</td>
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<td>• knowledge of analysis tools</td>
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<td>• Excellent spoken and written English.</td>
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<td><strong>Other</strong></td>
<td>• Able to travel including for short deployment overseas.</td>
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Application Process

To apply please send your completed application form via email to jobs@careinternational.org quoting C749 in the subject line

or

Via post to Human Resources Department, CARE International UK, 9th floor, 89 Albert Embankment, London SE1 7TP.

Closing date: 10am Tuesday 8 December 2015

Interview date: week commencing Monday 14 December 2015

For further information please visit

www.careinternational.org.uk

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