

Job title	Monitoring, Evaluation and Learning (MEL) Lead
Department	WISH Policy and Systems (P&S) TA Programme
Location	Nairobi, Kenya
Reporting to	Team Leader
Responsible for	To be determined
Liaison with	Team Leader, Deputy Team Lead/SRHR Lead, Senior Technical Support for WISH P&S (Options), regional advisors.
Hours	Full-time
Type of contract	Fixed term over life of programme (est. 4.5 years)
About Options	
<p>Options is a global team of experts and innovators tackling some of the world’s most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change.</p> <p>With 30 years’ experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised.</p> <p>Gender equality and social change are at the forefront of our work. As part of MSI Reproductive Choices, all our profits go back into supporting MSI’s own work making choice possible around the world.</p> <p>We believe in a world where everyone can access the high-quality health services they need, without financial burden.</p>	
Our values	
<p>In line with our mission, we are committed to safeguarding the rights and welfare of our staff, partners, and the clients and communities we serve, and expect our team members to share our values and commitments. We are committed to the following principles:</p> <ul style="list-style-type: none"> • Our expertise delivers sustainable impact. • Our work generates profit with a purpose. • Through growth and learning, we find new ways to solve complex problems. • We act with integrity, always. • We are building a truly equitable workplace. 	

About the programme

The FCDO-funded Women's Integrated Sexual Health Dividend (WISH Dividend) programme will support women and adolescents, including the poor and most marginalised, to have greater voice, choice and control over their sexual and reproductive health and rights (SRHR).

The WISH Policy and Systems TA component (WISH P&S) will provide flexible, demand-led technical assistance on demographic transition (DT) and sexual and reproductive health and rights (SRHR) to countries in sub-Saharan Africa, prioritising need and countries not supported with service delivery under WISH Dividend. It will operate under 3 Windows:

- Window 1: Longer-term demographic transition technical assistance (priority countries will be Nigeria and DRC)
- Window 2: Medium-term SRHR technical assistance (priority countries will be Malawi, Nigeria, Sierra Leone, Tanzania and Uganda plus potentially Kenya and Mozambique)
- Window 3: Short-term technical assistance on demographic transition or SRHR (on-demand) Any sub-Saharan African country with an FCDO post may request discrete pieces of TA, with potential for scale up to become focus countries depending on success.

The desired outcome of WISH P&S is an improved enabling environment for SRHR and gender equality, and African-led initiatives for an inclusive, accelerated demographic transition are advanced.

Main purpose of job

The MEL Lead will work closely with the project team to:

- Design and implement the project's monitoring, evaluation, adaptation and learning framework and plan, to assess and track project activities, and to report on outputs and outcomes.
- Contribute to adaptive management across the programme, to drive programme quality, efficiency and effectiveness.
- Lead development of and reporting against the project results framework.
- Lead the design, and support the delivery of a strong learning agenda, to build evidence of what works in delivering effective TA in SRHR and DT.
- Ensure timely review and submission of project reports.

Note: All levels of position in the organisation assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided.

Main duties

Programme Monitoring, Evaluation and Learning:

- **Designing the MEL framework** for the programme, to guide all MEL across the team and wider consortium.
- Ensuring the programme **Theory of Change** is fit for purpose, and periodically reviewed and updated in response to emerging learning.

- Leading the development of, and reporting against, the programme **Results Framework**, including designing qualitative and quantitative indicators, means of verification and reporting and quality assurance processes for all data.
- Designing tailored **data collection tools and approaches**, and supporting all relevant stakeholders (including country teams, consultants and consortium partners) to collect, analyse and report data,
- Supporting the design and delivery of a strong **learning agenda**, to build evidence for 'what works?' to deliver technical assistance effectively, and to promote cross-programme and cross-country learning.
- Ensure **evidence and learning** produced by the programme are **communicated externally** to the wider sector, and that programme approaches are informed by the most up to date external evidence.
- Develop the annual programme MEL workplan and routinely update it incorporating key partner MEL activities.
- Lead **implementation** of the MEL framework for **Options'-led activities**:
- Monitor **partners' implementation** of the MEL framework. This may involve visits to programme implementation sites to review data accuracy and/or support data collection, learning and adaptation

Supporting programme management:

- Supporting **adaptive management** across the programme, to drive quality, efficiency and effectiveness. The MEL Lead will play a leading role in ensuring that adaptive management processes, and the learning that feeds into them, are well-documented and shared (internally and externally).
- Leading/coordinating technical inputs into monthly, **quarterly and annual reviews and reporting**, including Value for Money (VFM) reporting.

Other

- Represent the MEL team in meetings, events or conferences when required.
- In the spirit of teamwork, provide flexible support to colleagues across Options and the consortium.

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Key skills

- The ability to design and implement a bespoke and innovative MEL framework for a complex, multi-country Technical Assistance programme
- Strong qualitative and quantitative data analysis and management skills
- Excellent English verbal and written communication skills, with the ability to synthesise, present and draw meaning from complex data and evidence for a variety of different audiences (from civil society organisations to FCDO officials and Ministries)
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint) and Teams
- Ability to multi-task and cover multiple work streams simultaneously, to work independently, and as a team member, under pressure and to deadlines

- Strong interpersonal skills, ability to greet and welcome visitors and represent Options' image

Key experience

- Minimum of ten years' experience in MEL, in a large scale, multi-country development programme that includes a significant technical assistance component
- Deep and up-to-date understanding of programme evaluation and learning cycles, data analysis and presentation of results
- Experience using major evaluation methodologies (qualitative, quantitative and mixed methods) and data collection and analysis methodologies
- Experience working with consortia and with a dispersed team and network of consultants
- Experience of working in the programme's technical areas (demographic transition and SRHR) or a closely aligned technical area
- Previous experience in MEL for programmes funded by UK aid or other major donors

Formal education/qualifications

Degree in a relevant discipline.

Personal attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, who are focussed on delivering sustainable impact in the countries where we work. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, enthusiastic, solutions-oriented and committed to promoting equality across the organisation, and with those that we work with.

For this role, we're looking for an individual who is:

- A team player, providing support and encouragement, and clear technical direction, to a range of different stakeholders.
- Organised and process oriented, with an attention to detail and able to prioritise workload.
- Creative, and enthusiastic about designing new or improved MEL approaches to solve the specific challenges and opportunities posed by this programme.

Other essential requirements:

- A strong supporter of the cause of family planning and a woman's right to safe abortion (pro-choice).
- Commitment to equal opportunities.

- A commitment to the programmes' and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights.
- Fluency in written and spoken English.
- Candidates must have the legal right to work in Kenya.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by: *Joanne Hemmings*

Date: 03/04/24

Version History (For HR use only)

Date JD reviewed by HR team member:	
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