

## Monitoring, Evaluation and Impact Officer, Bristol (maternity cover)

DI's vision is a world without poverty that invests in human security and where everyone shares the benefits of opportunity and growth. Our mission is to ensure that decisions about the allocation of finance and resources result in the end of poverty, increase resilience and security of the world's most vulnerable people, and ensure no one is left behind. We work to make sure these decisions are underpinned by objective and transparent data and evidence, and lead to increased accountability and sustainable long-term outcomes.

DI works to increase and improve data quality, to make data and information accessible and relevant to inform decision making. We work alongside partners and policymakers to identify sustainable solutions to the problems of poverty and insecurity, the causes of crisis and impact of the environment. We provide technical expertise to increase individual and organisational capacity to use data. We work to ensure that the standard of data collection, publication and use is continuously improved to make it accurate, disaggregated and forward looking.

---

### Role and content

The post holder will report to the Director of Engagement and Impact and work across all our projects, teams and focus countries. They will monitor, analyse and maximise impact towards our vision and mission to ensure that decisions to reduce poverty are underpinned by objective and transparent data and evidence and lead to increased accountability and sustainable long-term outcomes.

The post holder will be responsible for implementing the monitoring, evaluation and impact (MEI) framework and supporting methodologies. They will work with staff to train and support them to effectively gather data and intelligence on our work and analyse it to demonstrate what is working where, how and why, and which specific programmes need reviewing and re-structuring.

---

### Person specification

#### Education/qualifications

- Degree essential, preferably in a related field such as development studies, politics or international relations
- Masters in a related subject desirable
- Demonstrable experience in monitoring and evaluation

#### Knowledge/technical skills

##### Essential

- Experienced project manager ideally in the international development environment
- Experience of using 'theory of change' and other approaches to monitoring, evaluation and impact assessment
- Familiar with relevant themes and debates in transparency, accountability, aid effectiveness, open data and post-2015 discussions, and key actors and processes
- Knowledge and experience of donor reporting requirements regarding MEI

- Good understanding of how MEI can improve practice, drive organisational learning and increase impact, and of the challenges and solutions to measuring the impact of advocacy and access-to-information work
- Experience of engaging and building relationships with a wide range of internal and external stakeholders including civil society organisations, academics, private sector representatives, and civil servants in national and international organisations
- Adept at spotting opportunities and working with colleagues to follow up
- Demonstrable ability to take information and analysis and adapt and communicate it
- Excellent written and spoken English with strong attention to detail, the ability to communicate succinctly, accurately and rigorously, and using evidence persuasively

### **Desirable**

- Experience of working in different contexts, preferably in Asia or Africa, and an understanding of the pace of change in a developing country context
- Experience of managing agencies and consultants
- A demonstrable understanding of the UK Department for International Development (DFID)'s Programme Partnership Arrangements (PPA) programme and the requirements for transparency, value for money, and monitoring and evaluation
- Experience of assessing capacity requirements and developing and delivering capacity development programmes
- Experienced at developing and implementing applied research frameworks

### **Personal skills/qualities**

- Non judgmental – with an empathetic attitude that understands and appreciates social and cultural differences
- Considerate and supportive – a self-starter able to work collaboratively within and across teams and to organise time accordingly
- Rigorous and conscientious – able to work under pressure yet deliver on time with attention to detail and accuracy
- Innovative – develop new ideas and strategies to shape the debate and influence key people through effective communication
- Open – enthusiastic and willing to learn and develop both individually and as part of a team; able to work with people and in coalitions to get the job done
- Highly organised – with the ability to multi-task and juggle a variety of projects and priorities on a daily basis, as well as work flexibly to respond to new opportunities as they may emerge

## **Duties/responsibilities**

### **Content expertise**

- Implement the MEI strategy and framework and supporting processes
- Develop guidance material and tools to support staff in the collection of monitoring and evaluation data and undertake analysis to demonstrate impact
- Report regularly on DI's impact by collating key performance indicators across all areas of work to ensure lessons are fed into project development and organisational strategy
- Provide support to specific projects to develop theories of change and other frameworks for monitoring and assessing impact
- Represent the organisation externally to share and promote DI's approach and lessons and strengthening links with knowledge institutions as required

### **Management duties**

- Lead and motivate team members

- Oversee the implementation of DI's MEI framework and ensure continuing development and relevance to DI's strategic priorities
- Manage one intern (conducting 1:1 meetings, appraisals, setting objectives and personal development plans)
- Manages contractor relationships (setting terms of reference and managing performance) as necessary
- Be responsible for health, safety and security obligations for team members

### General responsibilities

- Be aware of and take personal responsibility for any health and safety issues and obligations
- Uphold all aspects of DI policies and procedures and legal requirements in relation to personal conduct
- Prepare for and engage in 1:1 meetings and performance management appraisals
- Maintain professional development and personal development plans
- Be willing and committed to taking on new work as and when required and be proactive

Start date: ASAP  
 Location: Bristol, UK  
 Interviews: week commencing 18 January 2016  
 Salary: £30,000 – £35,000 gross pa  
 Hours: 35 hours per week  
 Leave: 25 days plus all bank/public holidays  
 Benefits: See <http://devinit.org/#!/about/working-for-us>

### Application details

Your CV (no more than 3 pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the role profile, should be emailed to: Jane McNeil (Human Resources Manager) at [HR@devinit.org](mailto:HR@devinit.org) quoting reference: MEIOff in the email subject line. Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Closing date: 11 January 2016  
 1st Interviews: week commencing 18 January 2016  
 2nd interviews: if necessary, to be advised

### Other

Employing an individual who is not allowed to work in the UK is illegal and we have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the UK. It is highly unlikely that we will be able offer sponsorship to a worker from outside the EEA.

Due to the volume of applicants that we receive, we regret to say that we will be unable to acknowledge receipt of your application and if you do not hear from us within 4 weeks of the closing date, please assume that your application has been unsuccessful.

Development Initiatives is an equal opportunities employer and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.