Plan International strive to advance children’s rights and equality for girls all over the world. Working together with children, young people, our supporters and partners, we’re tackling the root causes of gender inequality and child poverty. We’ve been building powerful partnerships for over 80 years, and we’re now active in more than 70 countries.

The International Programmes Directorate (IPD) supports these aims by ensuring that Plan International UK delivers the highest quality programmes. Within IPD, the 20-person Programme Effectiveness and Compliance (PEC) Unit exists to ensure that our proposals and live projects (both accountable grants and commercial contracts) meet both Plan’s and the donors’ quality standards for: monitoring, evaluation, accountability and learning; programmatic sectors; climate, environment and gender mainstreaming; safeguarding; grants finance; and donor compliance. This role will be based within the Evidence, Learning and Impact Team in PEC, but will work closely with the Project Managers in the Development Programmes Unit and the Humanitarian Unit in Plan UK, as well as with monitoring and evaluation staff in Plan’s Country Offices.

This role is one of two ELI Specialists and will have a specific focus on promoting a culture of learning and improvement across our International Programmes Directorate by developing and supporting processes and systems to achieve this.

### Job Purpose

- **Contribute to Plan International UK’s programme effectiveness by directly strengthening the monitoring, evaluation, accountability and learning (MEAL) quality of new proposals and live projects through the provision of technical support in bid development and targeted support and technical oversight of MEAL components of live projects, in line with best practice from Plan International’s Global Hub.**
- **Oversee the Plan International UK Learning Framework, promoting a culture of learning and improvement across the International Programmes Directorate.**
- Contribute to Plan International UK’s programme effectiveness by indirectly strengthening the MEAL quality of new proposals and live projects through capacity building of bid developers and project managers, and the development of MEAL guidance, tools and templates, as well as support to the wider reporting systems.

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<th>Key Deliverables</th>
<th>Key Activities</th>
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| **Strengthening MEAL quality of live projects** | • Assist Project Management teams with MEAL guidance and provide oversight support to selected strategic projects across the project cycle  
• Develop project-specific monitoring tools in collaboration with programme managers as needed for priority projects  
• Develop project-specific MEAL data templates and tools, aligning with existing tools and templates developed at Plan’s Global Hub, regional and Country Office level, and suggest ways to improve efficiency and ensure responsible data collection and analysis for projects and programmes  
• Design innovative and participatory research and evaluation methodologies to assess the effectiveness and impact of Plan International UK’s programmes  
• Identify strengths, weaknesses and opportunities in existing data collection and management systems and propose solutions  
• Build the MEAL capacity of programme staff in the UK and Country Offices (as needed) in the use of the latest and most relevant MEAL tools and methodologies, to embed accountability (upward and downward), and enhance impact and process assessment, data quality and programme participant feedback  
• Support the design and commissioning of research and evaluation work from third parties when required, and support programme teams manage the relationship with such organisations or academic departments to ensure that the work meets a set of pre-agreed objectives |
| **Promoting and supporting Plan International UK’s organisational learning, MEAL capacities, and systems and processes** | • Work in partnership with other MEAL, Programme and Technical Specialists to capture best practices and peer to peer shared learning and document key challenges and learnings  
• Maintain relationships with the Monitoring, Evaluation, Research and Learning Team at Plan’s Global Hub (GH) around global MEAL initiatives and issues on programme quality (includes systems, guidance and training)  
• Support the roll out of the global Monitoring, Evaluation, Research and Learning system (known as YODA), including at Plan International UK  
• Support the design and implementation of the new Plan International UK Award Management System  
• Contribute to the formal and informal dissemination of lessons from MEAL to internal and external stakeholders  
• Manage and socialise the ELI resources library, and as necessary, designing new Plan UK MEAL guidance and templates  
• Oversee and support the Plan International UK Learning Framework, institutionalising a learning system which captures lessons learned and make them accessible at the point of future decision-making, thereby enhancing formal learning  
• Oversee and support the Plan International UK MEAL working group, and work in partnership across the organisation to capture best practice and peer to peer shared learning |
- Work with the Data and Reporting Co-ordinator to improve data systems – collection, storage, use – to increase effectiveness and scalability of MEAL systems
- Be an internal champion for communication about programme quality and celebration of successful project outcomes within the organisation
- Develop value for money case studies on selected projects

**Strengthening Monitoring, Evaluation, Accountability and Learning (MEAL) quality of new project proposals and bids**

- Assist Programme Development / Project Management teams in developing effective and relevant log frames, MEAL frameworks and targets during the drafting of project proposals, considering technical suitability, donor requirements, resources and capacities, and ensuring the inclusion of gender-sensitive indicators and approaches
- Support programme teams in identifying where capacity needs to be built within our delivery partners, and identify how this can be done
- Ensure that new programmes reflect current “best practice” in terms of agreed quality standards, and that they embed lessons drawn from evidence from current and past programmes
- Support the commissioning and management of high quality external evaluators or research teams for particular projects, as required
- Liaise with the Monitoring Evaluation and Research team at Plan’s Global Hub (GH) around issues on programme quality and MEAL
- Build the capacity of bid developers in Plan UK on good practice in MEAL

**External Representation, Networking, and Influencing**

- Keep up to date with key trends, debates and good programme practice in relation to monitoring, evaluation, quality and impact through relevant networks and contacts
- Represent Plan International UK’s work externally as necessary, networking with appropriate organisations and other stakeholders to share learning, strategic thinking and show case the organisation’s work in the sector

**Other responsibilities**

- Attend team meetings as appropriate and contribute to the overall smooth operation of the International Programmes Directorate
- Manage interns, volunteers and consultants as necessary
- Participate in support visits to overseas Country Offices as required

**General**

- Ensure that all activities undertaken on behalf of Plan International UK, externally or internally, are in line with the overall aims and values of the organisation and with policies and procedures
- Participate in training and other activities as requested

**Awareness and Representation**

- Commitment to Plan International UK’s position on promoting girls’ rights and gender equality, diversity and inclusion and anti-racism and integrating this into all aspects of work
- Commitment to child safeguarding and to being confident and competent in meeting safeguarding responsibilities

**Level of Safeguarding Responsibility**

Medium – Direct contact with children, young people or programme participants as projects require:
1. Act as a role model representing Plan International’s commitment to non-discrimination and safeguarding
2. Report safeguarding concerns in a timely manner and co-operate in investigations as appropriate
3. Understand the relevance of safeguarding to their role and make sure they mainstream safeguarding in their work in order to fulfil Plan’s duty of care

| Level of Budgetary Responsibility | Limited – the role has delegated responsibility for budgetary control |

This is not intended to be an exhaustive list. Your job description may be subject to change.

| Date Created | May 2022 |
## Essential Criteria

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<th>Experience of working in a technical / advisory role to provide oversight on MEAL elements of projects in developing countries with expertise in MEAL capacity building and training, and participatory, innovative and gender-sensitive approaches to MEAL in the development and humanitarian sectors</th>
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<td>Substantial experience of developing and implementing project monitoring and evaluation frameworks</td>
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<td>Experience of designing monitoring tools, baseline surveys, and evaluations (both qualitative and quantitative)</td>
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<td>Experience of participating in planning processes and methodologies for projects and/or programmes to be implemented in a developing country setting, including logical framework approach, theory of change, and participatory approaches such as outcome mapping</td>
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<td>A proven track record of developing systems for and building capacity in monitoring, evaluation and learning at project, programme and preferably an organisational level</td>
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<td>Ability to manage a busy workload and prioritise work effectively and use your time effectively</td>
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<td>Excellent written communication skills – able to present information in a concise, clear and accessible way</td>
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<td>Excellent interpersonal skills, the ability to listen and demonstrate empathy and emotional intelligence</td>
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<td>Demonstrable experience of documenting and effectively communicating evidence and learning to improve practice</td>
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<td>A collaborative approach with the ability to operate cross-departmentally and as part of a team to build and maintain excellent working relationships and deliver shared objectives</td>
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<td>A flexible and solutions focused approach to work</td>
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<td>Demonstrable awareness of child protection and data protection issues</td>
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<td>Able to demonstrate a commitment to Plan International UK’s values and to Feminist Leadership Principles and role model these in all aspects of your work</td>
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## Desirable Criteria

| As Plan International UK is looking to expand its portfolio of high-value commercial contracts, experience of providing MEAL support to commercial contract proposals and live projects would be desirable |
| Experience of designing and implementing community feedback and response mechanisms |