

PLAN INTERNATIONAL UK JOB PROFILE

Job Title	Evidence, Learning and Impact Specialist
Department	International Policy & Programmes Directorate
Unit	Evidence, Learning and Impact
Grade	3
Salary	£41,049 per annum
Contract type	Permanent, full time (34.5 hours per week)
Reporting to	Evidence, Learning and Impact Manager

Role Summary, and Overview of Department

Plan International UK is an independent development and humanitarian charity that advances children's rights and equality for girls. We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. And its girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children. We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. We have been building powerful partnerships for children for over 80 years and are now active in more than 70 countries. By 2022 we want to help 100 million girls [learn, lead, decide and thrive](#).

The 70-person International Policy and Programmes Directorate supports these aims by ensuring that Plan International UK delivers the highest quality policy and programmes. This is an exciting time to join as we implement a range of ambitious plans designed to make us 'the' best among our peers. We want to be known for our expertise in girl's rights and youth, highly-competitive in Education, Economic Security, Child Protection, Sexual Reproductive Health and Rights (SRHR) and Water, Sanitation and Hygiene (WASH), and be seen as an ambitious, quickly expanding player in the humanitarian space. We constantly enhance programme quality and effectiveness, raise income from institutional donors (like the British Government), and drive change through setting and influencing policy agendas.

To help achieve this, the Evidence, Learning and Impact team strengthens our monitoring and evaluation approach with a view to capturing more robust evidence of our work, using this to improve our accountability to both beneficiaries and donors, and improve future programme design and strengthen outcomes. The Evaluation Learning and Impact Specialist will be a key member of this team, helping to establish a customer-oriented service which will provide professional Monitoring, Evaluation, Accountability and Learning (MEAL) advice and support across the various programme units. They will work closely with the Evidence, Learning and Impact Manager, and the Data and Reporting Co-ordinator in pursuit of these objectives. Some overseas travel will need to be undertaken.

Job Purpose

- Improve Plan International UK's Programme quality through ensuring quality of new proposals, providing technical support to programme development and targeted support and technical oversight to programme delivery.
- Support the implementation of an organisational Monitoring, Evaluation, Accountability and

Learning (MEAL) framework including the development of MEAL data tools for high level aggregation and reporting of outcomes to demonstrate programme effectiveness and impact.

- Support organisation wide evaluations, impact & process assessments and Value for Money Approach.
- Promote a culture of learning and improvement across the organisation

Key Deliverables	Key Activities
<p>Strengthening quality of new programme proposals and bids</p>	<ul style="list-style-type: none"> • Advise on effective and relevant MEAL systems for projects and proposals considering technical suitability, donor requirements, resources and capacities • Assist Programme Development/Grants Management in establishing log frames, MEAL work plans and targets during the drafting of donor project proposals. • Review proposed MEAL designs for new projects and contribute to their sign off in proposals • 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. • Ensure Implementation of Programme Quality Tool (PQT) in the development of new proposals. • Provide technical support on the development of MEAL frameworks for new proposals, ensuring the inclusion of gender-sensitive indicators and approaches • To support the commissioning and management of high quality external evaluators or research teams for particular projects, as required. • Liaise with the MER team at Plan’s International Headquarters (IH) around issues on programme quality and MEAL
<p>Strengthening Monitoring, Evaluation and Learning (MEAL)</p>	<ul style="list-style-type: none"> • Assist Grants 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 program managers as needed for priority projects. • Advise and recommend tools and strategies to increase program performances and results, aligning this with the organisation’s theory of change. • Develop MEAL data templates and tools, aligning with existing tools and templates at Plan International Headquarters, regional and country office level, and suggest ways to improve efficient and responsible data collection and analysis for projects and programmes. • Design innovative & participatory research and evaluation methodologies to assess the effectiveness & impact of Plan International UK’s programmes. • Work with the Data & Reporting Co-ordinator to improve data systems - collection, storage, use – to increase effectiveness and scalability of MEAL systems. • Support the development of a robust evidence base to inform project development and implementation, promote programme effectiveness and impact, and enhance Plan International UK’s reputation as an organisation who develops and implements evidence informed programmes

	<ul style="list-style-type: none"> • 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 & process assessment, data quality and beneficiary feedback. • Support the MEAL working group and work in partnership with other MEAL, Programme and Technical Specialists to capture best practices, peer to peer shared learning and document key challenges and learnings. • To support commissioning research and evaluation work from third parties when required, and to support programme teams manage this relationship with such organisations or academic departments to ensure that the work meets a set of pre-agreed objectives. • Support the development of a knowledge and information management system to feed forward lesson learnt & enhance formal and informal learning across and beyond the Policy and Programmes Directorate.
Reporting and Communicating results	<ul style="list-style-type: none"> • Produce regular analysis of PQT and six-monthly analysis on mainstreaming areas • Contribute to the dissemination of lessons from MEAL to internal and external stakeholders • Be an internal champion for the communication on programme quality and celebration of successful project outcomes within the organisation • Manage, with support from the Evidence, Learning and Impact Manager, developing value for money case studies on selected projects •
External Representation, Networking, Learning and Influencing	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Attend team meetings as appropriate and contribute to the overall smooth operation of the Policy and Programmes Directorate. • Manage interns, volunteers and consultants as necessary. • Participate in support visits to overseas Country Offices as required.

General	<ul style="list-style-type: none"> • Ensure that all activities undertaken on behalf of Plan International UK, externally or internally, are in line with the overall aims of the organisation and with policies and procedures. • Participate in training and other activities as requested.
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Awareness and Representation	<ul style="list-style-type: none"> • Commitment to Plan's position on promoting girls' rights and gender equality and integrating this into all aspects of work. • Commitment to child safeguarding and to being confident and
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	competent in meeting safeguarding responsibilities.
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Level of Child Protection Responsibility	<ul style="list-style-type: none">• Medium – post has responsibility for ensuring Child Safeguarding procedures or policies are adhered to.
Level of Budgetary Responsibility	<ul style="list-style-type: none">• Limited - post has delegated or functional responsibility of budgetary control.

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

Date Created	February 2019
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PLAN INTERNATIONAL UK PERSON SPECIFICATION

PERSONAL COMPETENCIES

Competency Title	The successful candidate will be able to....
<p>Communicating with all stakeholders</p>	<ul style="list-style-type: none"> • Show confidence in presenting Plan International's programmes and policies, adapting style to meet the needs of different audiences. • Demonstrate knowledge of subject and be sure of content of communication to prepare and structure communication well. • Foster a positive working relationship with colleagues based on tact, sensitivity, honesty and support. • Contribute to the development and maintenance of high standards of service to others. Aware of quality standards and takes steps to improve service delivery.
<p>Working effectively and efficiently</p>	<ul style="list-style-type: none"> • Work accurately and efficiently to deadlines, managing a wide and varied workload using strong organisational skills. • Work enthusiastically as part of a team and form effective and constructive working relationships across the whole organisation and wider network within sector. • Create an environment where employees, stakeholders and partners work to improve the way things are done. • Demonstrate creativity in problem solving –to analyse situations and to make complex decisions, where problem solving is not straight forward.
<p>Demonstrating Plan Values</p>	<ul style="list-style-type: none"> • Drive continuous improvement both in themselves and in others. • Contribute to the development of a culture which encourages innovation and continuous improvement. • Use resources in a cost-effective manner. • Experiment with new ideas and approaches to develop learning and set self-targets and objectives for development activities.

RELEVANT EXPERIENCE

The successful candidate will have experience of

Developing and implementing project monitoring and evaluation frameworks and systems

Working in a technical / advisory role and providing oversight on project MEAL, ideally in developing country contexts

Designing MEAL tools, baseline surveys, and evaluations
Developing and participating in project and/or programme planning processes, gained at least in part in a developing country setting
Collating and analysing monitoring and evaluation data from multiple sources to prepare succinct briefs and learning reports tailored for the needs of diverse audiences
Capacity building and training of staff on MEAL
Understanding of current innovative MEAL approaches employed in the development and humanitarian sectors
Experience of working in the international development sector, ideally with a focus on MEAL but not essential

SPECIFIC SKILLS AND KNOWLEDGE	
The successful candidate will have the ability to....	The successful candidate will have knowledge of....
Demonstrate an awareness of child protection and data protection issues	A range of planning approaches and methodologies (e.g. logical framework approach, theory of change, participatory approaches, such as Outcome Mapping)
Apply a range of qualitative and quantitative MEAL approaches, methods and tools, (including participatory methodologies), preferably in a developing country setting	Participatory, gender-sensitive approaches to MEAL
Work to a high level of accuracy with a keen eye for detail and produce clear and concise reports.	Current theoretical debates in the MEAL of international development assistance.
Work with cross cultural sensitivity	Child rights-based programming principles and approaches