

## **JOB DESCRIPTION**

Job Title:	Evaluation and Learning Officer (Emergency Preparedness)
Grade:	Grade D £34,000-£36,000 depending on experience
Location:	London
Department:	Humanitarian Team, Programmes Department
Responsible To:	Project Manager – ALERT
Contract:	Full-time, fixed term until 31st March 2018

### **KEY RELATIONSHIPS:**

- Close working relationship with training, evaluation and simulation consultants
- Close working relationship with ALERT's academic consortium member
- Close working relationship focal points based in ALERT project roll out countries
- Liaison with software development consultants and partners
- Liaison with all ALERT Consortium members
- Liaison with Start Network Secretariat and DEPP teams

### **BACKGROUND**

HelpAge International is a global network of not-for-profit organisations with a vision of a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. HelpAge International works with 90 affiliates and 300 partners in more than 50 countries. In humanitarian crises, HelpAge aims to ensure that vulnerable older people receive the assistance and protection they need and to which they have a right.

Our research indicates that generally country offices and our partners continue to be inadequately prepared to respond effectively immediately after a disaster strikes. Furthermore the literature demonstrates that there are serious defects in current emergency preparedness processes in the humanitarian sector. In 2012 a HelpAge led initiative in collaboration with CARE (US) and Oxfam (GB) began designing an improved and compatible emergency preparedness process. This project is a continuation of that initiative.

### **The ALERT Project**

The ALERT project has developed an emergency preparedness process and software system for humanitarian agencies that facilitates an increased level of emergency preparedness and maintains the operational preparedness at a consistent and appropriate level. The project aims to increase emergency preparedness capacity in six countries (Pakistan, Bangladesh, Philippines, DRC, Kenya and Mozambique) and provide the humanitarian community with an advanced emergency preparedness system supported with appropriate software that reduces the burden of preparedness on the country office. Furthermore the system will be freely available and compatible with the

wide range of humanitarian agencies irrespective of their size or mandate.

This organisation and system focussed project aims to develop, trial and adapt a system that maintains operational preparedness through a continuous cycle of planning, organising, training, equipping, evaluating and taking corrective action in an effort to ensure an immediate, effective and coordinated response.

The 3 year project is in its final year of implementation funded by DFID DEPP as part of a portfolio of capacity building projects coordinated by the Start Network. The project is implemented by a consortium led by HelpAge and comprising Oxfam, CARE, Concern Worldwide, Islamic Relief, Handicap International and Coventry University.

## **JOB SUMMARY**

On behalf of the Start Network, HelpAge International is seeking to recruit a Learning Officer to support the implementation of this innovative and ambitious project. The position will be part of the project management team responsible for the roll out, testing and refinement of the ALERT software platform and learning package. The primary function of the Evaluation and Learning Officer is to lead in the generation of evidence on the effectiveness of the ALERT preparedness system for improving humanitarian response and to lead in the project's learning agenda. Your knowledge and experience of the humanitarian sector will help you to drive the evaluation and learning activity across the six target countries and contribute to key fundraising and communications pieces for the success and development of the initiative.

The position is based in HelpAge International's Humanitarian Team in London.

## **AREAS OF RESPONSIBILITY**

### **Monitoring and Evaluation**

- Lead in the implementation of the MEL plan, focussing on analysis, evaluation and learning pieces and working closely with the Project Administrator to ensure monitoring systems are sufficient for building evidence.
- Manage activities for the generation of evidence on the effectiveness of the ALERT preparedness system in improving humanitarian response, including coordinating a desk top simulation with donors and agencies, working closely with simulation consultants.
- Develop an end of project report that complements the project evaluation and clearly sets out ways forward for the development, improvement and growth of the ALERT platform
- Lead in the delivery of an end line evaluation, recruiting and managing external evaluation consultants.

- Coordinate research consultants as required.

## **Learning**

- Ensure key learning on the effectiveness of the ALERT system is interpreted for incorporation into the scope of work for the new versions of the ALERT software.
- Monitor and evaluate the training approach for revising the training material and guides.
- Investigate what the ALERT user (agencies and donors) needs are for 'preparedness analysis reports' from the ALERT system in order to improve their preparedness practice. Ensure the needs are interpreted into the scope of work for the new versions of the software.
- Develop an E-learning package for the ALERT preparedness process and software system working with an E-learning organisation
- Liaise with the DEPP Learning Project and the Harvard Humanitarian Initiative to document and communicate project learning at programme level. This also involves leading on content development and curation for the DEPP Learning Platform.
- Lead the production of key monitoring, evaluation and learning pieces and training materials from development to publication, including liaising with writers, copyeditors, proof-readers, graphic designers, layout artists and printers. In coordination with the Project and Communications Officer, ensure that these materials are aligned with the ALERT brand guidelines.

## **Support and Training**

- Support the team in the delivery of training sessions (including facilitation) on the ALERT preparedness process in the following countries: Pakistan, Bangladesh, Philippines, Mozambique, Kenya and DRC.
- Work with trainers to monitor and evaluate the effectiveness of the ALERT training and make adjustments to the curriculum and materials in collaboration with trainers and Coventry University
- Support roll out of ALERT in six trial countries, leading on MEL activity and the establishment of support mechanisms for in-country users.
- Support the ALERT team, trainers, in-country focal points and ALERT users to fulfil their responsibilities in the implementation of the MEL plan including training on the use of MEL tools

## **Fundraising**

- Support the Project Manager in resource development by drawing out and communicating evidence on the effectiveness of the project and drafting proposals.

## **Reporting**

- Work with the Project and Communications Officer to feed into reporting requirements for donor contract obligations.

## **Other**

- To represent ALERT in external meetings and forums as part of the project management team
- Undertake any other duties as and when necessary to fulfil the objectives of the project and ensure information sharing and coordination within HelpAge.

## **Training**

- Undertake training in the ALERT emergency preparedness process.

### Person Specification

Essential	Desirable
Education, Qualifications and Knowledge	
<ul style="list-style-type: none"><li>• A Master's Degree in relevant a field</li></ul>	<ul style="list-style-type: none"><li>• Knowledge in the stages of innovation in social change programming</li><li>• Knowledge of Product Management for innovative products</li></ul>
Experience	

<ul style="list-style-type: none"> <li>• Experience working in the humanitarian response sector in a variety of settings.</li> <li>• Proven experience of implementing MEL strategies for multi-country programmes or multi-agency programmes</li> <li>• Experience of using range of M &amp; E approaches in data collection and analysis</li> <li>• Experience of undertaking research with a wide variety of stakeholders</li> <li>• Experience of developing collaborative partnerships with other organisations</li> <li>• Experience of working with a wide range of stakeholders in the UK and overseas to achieve time bound objectives</li> <li>• Experience of developing fundraising proposals</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with emergency preparedness planning processes</li> <li>• Excellent facilitation skills and experience in use of participatory workshop techniques</li> <li>• Experience of developing KPI and evaluation metrics for software development projects</li> <li>• Experience of acquiring funding for innovation projects</li> </ul>
<p><b>Skills and Abilities</b></p>	
<ul style="list-style-type: none"> <li>• Knowledge of digital data systems and application</li> <li>• Excellent skills in data management, research and analysis</li> <li>• Ability to develop learning briefs taking from programme outcomes</li> <li>• Excellent inter personal and networking skills</li> <li>• Proficiency with multi-tasking and ability to prioritise effectively</li> <li>• A team player with demonstrated willingness to contribute to overall project goals beyond the individual role.</li> </ul>	<ul style="list-style-type: none"> <li>• Solid proposal writing skills and familiarity with various donor proposal formats</li> <li>• Ability to speak a foreign language spoken in any of the 6 roll-out countries (Philippines, Pakistan, Bangladesh, Mozambique, Kenya, DRC)</li> </ul>

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| <ul style="list-style-type: none"><li>• Strong communication and interpersonal skills: able to communicate and interact with a wide range of people and organisations at all levels with tact and diplomacy.</li><li>• Excellent writing skills in English</li><li>• Able and willing to undertake travel overseas</li></ul> |  |
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