HelpAge International

Job Description

Job title: Global Adviser – Monitoring, Evaluation, Accountability and Learning (MEAL)

Grade & Salary: E (£35,406 – £45,062k gross per annum)

Team/Dept: Global Technical Unit in Global Impact & Resourcing Department

Contract: Permanent

Location: London, UK

Responsible to: Head of Global Technical Unit

Responsible for: Managing global MEAL projects and related budgets, consultants, volunteers or interns working on MEAL, as required

Key relationships: Matrix management of and/or close collaboration with M&E staff in regional and country offices; close collaboration with regional Heads of Programmes, other GTU Advisers, Humanitarian Team, Head of Operations, the Network, Advocacy and Communications department, and Age International Resource Development team; coordination of global MEAL Community of Practice to facilitate organisational learning on MEAL, including with Network members.

Background

HelpAge International is the secretariat to the HelpAge Global Network, which brings together a wide range of organisations and individuals working to promote the rights and meet the needs of older women and men, nationally and/or internationally. We aim to extend the reach and influence of the HelpAge Global Network to all those in a position to help bring about our vision for older people – including Governments, policy makers, the private sector, and academic institutions.

Our long term vision is to establish a global movement of strong connected age focused and older people led platforms in every country in the world. Only by collaborating together can we achieve a world in which all people of all ages can lead dignified, active, healthy and secure lives. To achieve this, we recognise that we need to widen our network and transform how we enable and empower our members to collaborate, strengthen and learn from each other.

The Global Technical Unit provides strategic leadership to HelpAge and network members in our core thematic areas: Social Protection; Health and Care; Protection, Violence, Abuse and Neglect. The team supports regional offices, country offices, network members and partners, and influences global actors, to deliver high impact work in these areas by providing technical support to: programme design and delivery; monitoring, evaluation, accountability and learning; policy influencing; and resource development. The team's work encompasses development, humanitarian and fragile states contexts.

Rationale for post

HelpAge International has identified a need to strengthen the coordination and quality of programme planning, monitoring and evaluation across the organisation, and to promote

this across Network members, to improve programme learning and accountability and contribute to the evidence base for advocacy and policy influencing work. Work on developing MEAL activities is underway in some programmes, supported by regional M&E staff, but there is a need to develop a systematic global approach that builds skills and confidence in MEAL among staff and partners and works across a decentralised organisation adopting a stronger Network approach.

HelpAge is committed to participatory approaches in order to ensure inclusion and voice of older people in programme design, implementation, monitoring and evaluation, and to strengthen their engagement in learning, advocacy and policy work. Recognising that older people are often denied social, economic, civil and political rights, much of our programming adopts a rights-based approach, supporting those responsible for fulfilling rights and empowering older people to obtain these rights. This also has implications for M&E indicators and learning processes for HAI's core themes.

The postholder works in close collaboration with regional and country offices and London teams to streamline and support programme planning, monitoring and evaluation to improve programme, organisational, and increasingly Network M&E and learning.

Purpose of job
To coordinate, promote and support the development and implementation of organisation-wide approaches to programme and Network planning, monitoring, evaluation, accountability and learning. Key outcomes supported include:

- Agreed global policy framework for guidance on MEAL approaches, standards, methods and tools across HelpAge regions
- Strengthened MEAL skills and confidence of key staff, and increasingly Network members, across all regions
- More effective management and use of M&E data, evidence and learning from programmes to inform HelpAge's programming, thematic, advocacy and Network objectives and performance reporting to key stakeholders.

Key Responsibilities:

Strategic leadership on MEAL (45%)

- Establish, coordinate and support the work of a cross-organisational MEAL Community of Practice to further develop, promote and support implementation of a unified global policy framework for MEAL across HelpAge's operational and Network activities.

- Working within this MEAL framework, develop, coordinate and advise on the design, implementation and use of MEAL methods and tools to support evidencing, reporting and influencing at programme, thematic, national, regional and organisational levels, including both operational and Network activities.

- Coordinate the identification, design and implementation of global thematic learning reviews or evaluations; provide relevant managers and the leadership group with global analysis of thematic impact, lessons and trends emerging from these and internal results data to support internal and external organisational performance reporting and strategy review and development.

- Form and foster global partnerships with other organisations and/or academia for undertaking joint research to strengthen the evidence base on organisational priority areas of work.

- Coordinate the development of guidance with practical examples to support assessment and reporting of resource stewardship and value-for-money at programme and organisational levels.

Programme development (25%)

- Advise and support London, humanitarian, regional and country teams on the development of MEL/results frameworks and research and survey methods, particularly for donor-funded global/multi-regional programmes, and on MEAL resource allocation requirements (human and financial) necessary to strengthen and sustain high-quality MEAL in programme development and management processes.

- Work with select teams and thematic advisers to strengthen analysis, and maintain and supply evidence emerging from thematic and programme experience to inform future programming and policy influencing work and Network development.

Specific monitoring, evaluation, accountability & learning initiatives (25%)

- In response to prioritised requests, provide technical support to specific international offices, staff and programmes to develop and implement MEAL activities; cost-recover through consultancy charging for MEAL technical support provided to donor-funded programmes, where relevant and possible.

- Maintain oversight of, and support, evaluation design, implementation and use; promote wider staff and Network member engagement with and use of learning from reviews and evaluations; find ways to consolidate and make this learning and evidence more visible and accessible across regions and the Network, including via HelpAge's Knowledge Sharing Platform; foster cross-region linkages on emerging key issues where relevant.

- Identify and support the development and use of M&E data collection and analysis skills and confidence among key staff at all levels (and increasingly over time among network members), including on digital approaches and tools; update and manage MEAL sites within HelpAge's online knowledge platform.

- Support and facilitate the participation of older people and other stakeholders in MEL design and activities, to strengthen accountability to people and communities.

Policy influencing (5%)

- Proactively represent HelpAge externally, in London and internationally, to engage with and influence key donors and relevant sector MEAL networks to increase HAI's capacity to effectively evidence and demonstrate results and learning and, where possible, influence donor approaches to MEAL.

- Alert relevant teams when new evaluations are published on the website and/or when key learning documents are produced, particularly to help inform advocacy thinking and objectives.

Person Specification

Essential

- Proven experience of design, development, quality-assurance and use of MEAL systems and approaches, at organisational and programme levels, across development, humanitarian and advocacy contexts

- Understanding of principles of rights-based and participatory programming and issues of accountability to people, communities and other stakeholders

- Solid experience of integrating age, gender, disability and inclusion issues within MEAL plans and analysis

- Knowledge and experience of using qualitative and quantitative data collection design and analysis methods, including statistical analysis and sampling strategies, and proficiency in statistical packages such as SPSS

- Understanding of value-for-money concepts, issues and challenges in international development; experience of using, or exposure to, VFM assessment methods and tools

- Demonstrated ability to train and develop skills amongst staff and partner organisations in the above areas

- Proven ability to contribute to and develop organisational and thematic learning objectives and initiatives

- Experience of team working and demonstrable experience of cross-organisational and multi-disciplinary collaboration and facilitation

- High degree of analytical ability, initiative and self-managed output; able to multi-task and work under pressure

- Excellent presentations skills in English; written and oral

- Experience of research and writing, including papers for presentation and reports

- In depth experience of development issues gained through study and/or practical work

- Able to undertake significant international travel up to 12 weeks per annum

- Proficient in use of internet and Microsoft Office tools

Desirable

- Familiarity with digital M&E data collection approaches and tools and with issues around responsible data management and use

- Experience of working on one or more of HelpAge's core themes

- Demonstrable interest in issues of ageing in Low and Middle-Income countries

- Prior experience of cost recovery

- Ability to communicate well orally and in writing in any of the key languages spoken in Africa, Asia, Eurasia and Middle East regions.