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## Senior Monitoring, Evaluation and Learning Manager – Job Description

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**Reports To:** Head of Monitoring, Evaluation and Learning

**Directorate:** Finance & Performance

**Location:** Haywards Heath

**Direct Reports:** 3; indirect: 1/2

### Job Purpose

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The Senior MEL Manager is responsible for the direction and development of programme monitoring at Sightsavers and delivering high standards of monitoring, evaluation, learning and reporting on project and programme results across the portfolio. This includes leading a team of managers and officers to continuously develop, learn and deliver robust data, processes, analysis, presentation and learning to demonstrate the impact of our work. The postholder will work in close collaboration with the Head of Team and the Senior MEL Adviser to develop and deliver Sightsavers' MEL Strategy globally.

Their mandate is to improve the quality of programmes and projects through ensuring quality of new proposals, providing support from the team to deliver effective and relevant MEL frameworks and processes. They will ensure effective monitoring systems, tools and practices to determine a project or programme's progress, challenges and achievements against internal and external targets and quality standards. They will identify and manage risks to delivery, working with internal teams to resolve or escalate issues.

In collaboration with the Senior MEL Adviser, they will support project evaluations, baseline and endline assessments, the development of MEL data tools for high level aggregation and reporting of outcomes to demonstrate programme effectiveness and impact. They will work in collaboration with MEL staff and Sightsavers' research colleagues to disseminate evidence and key learning that will contribute to knowledge management and improvement of future practice and design.

Working closely with the Head of MEL they will identify, test, review, implement and share MEL approaches, including disability data disaggregation, that are in line with our increasing portfolio in disability and social inclusion in order to continuously improve Sightsavers' accountability to beneficiaries.

The postholder will support the development of the MEL team, ensuring co-ordination and collaboration and a culture of continuous learning and improvement.

## Main Responsibilities

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### Monitoring and Reporting

1. Provide programme information and analysis that articulates the organisation's programmatic delivery position in light of internal and external targets, results and priorities. Ensure this is communicated in a timely manner according to reporting process and timeframe.
2. Support the oversight of key projects as per Sightsavers' internal oversight process. Build the capacity of country teams to ensure oversight reports are clear and complete.
3. Proactively work with the MEL team and key stakeholders to resolve and/or disseminate key risks, issues and best practice identified through the programme monitoring work.
4. Articulate key risks and issues to the appropriate people, ensuring these risks and issues are understood and acted upon.

### Planning and Improving

1. In collaboration with the Senior MEL Adviser and through MEL Managers and Advisers, design MEL frameworks for new project design and funding proposals that demonstrate accountability and reflect good practice.
2. In collaboration with the Senior MEL Adviser, lead on the development and delivery of Sightsavers internal project MEL processes, during start-up and close out by collaborating with internal stakeholders and country teams.
3. Build and assess MEL capacity in the UK and Country Offices and support the adoption of relevant MEL tools and methodologies to embed accountability to beneficiaries and donors and enhance MEL practice and quality.
4. With the Senior MEL Advisor, and MEL Manager (Inclusion) develop and test systems and processes to respond to the demands of adaptive programming. Support the integration of successful approaches in routine MEL practice.
5. In collaboration with the Data, Analytics and Reporting Team, plan and conduct internal quality standards assessments of country teams' project cycle management (PCM) practice.
6. Keep under review internal quality standards assessment tools for PCM and thematic areas.
7. Work with the Data, Analytics and Reporting Team to ensure that systems and data processes remain in line with programme MEL requirements and are continuously improving.

### Learning and Leading

1. Contribute to identifying, presenting and disseminating Sightsavers' good practice and lesson learning through knowledge management, networking, conferences and publications in print and online.

2. In collaboration with MEL Advisers, research colleagues and Country Offices, design innovative and participatory monitoring and evaluation methodologies and tools to assess outcomes and impact of programmes.
3. Remain up to date on best practice and emerging innovations in the international MEL field.
4. Contribute to a culture of continuous learning and improvement.
5. Support the Head of Team to implement and evaluate pilot approaches for the benefit of organizational learning, for example, testing ways to improve accountability to beneficiaries.
6. Lead and develop the team of MEL Managers and Officers to ensure high levels of performance, motivation and continuous professional development, including the introduction of approaches, processes and systems new to the team.

The main responsibilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

## Person specification

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### Knowledge, Skills and Experience

#### Essential:

- Commitment to Sightsavers' values, working with marginalised groups, and inclusive development.
- Educated to degree level (as minimum) in a relevant field or subject.
- Substantial experience in designing, planning, monitoring, reviewing and reporting using Project Cycle Management approach and sector tools such as Theory of Change and Logical Frameworks.
- Strong interpersonal skills and networking skills with the ability to collaborate and build alliances internally and externally.
- Strong influencing skills and experience of challenging effectively.
- Experience and skill in guiding, advising and training diverse groups on the design and use of MEL tools and processes.
- Some experience in conducting and/or managing reviews and evaluations of projects that use both quantitative and qualitative monitoring and impact data.
- Ability to assess needs and gaps in MEL capacity and plan programmes of work to build capacity in complex environments.
- Highly organised with ability to manage large, complex pieces of work with multiple stakeholders and to produce key deliverables on time.
- Understanding of the complexities of working in multiple countries, with diverse cultures, in an international development organisation.
- Experience and skills in planning, monitoring and reviewing qualitative outcomes and impact

- Experience of managing and motivating staff and working in matrix management processes.
- Experience and skill in stakeholder management and consortia working.
- An understanding of and commitment to equality of opportunity for disabled people.
- Ability to undertake planned travel up to 10 weeks a year.

### **Desirable:**

- Fluency in other Sightsavers' languages e.g French, Portuguese, Bengali, Kiswahili.
- Experience of planning, monitoring and evaluating flexible and adaptive programmes
- Experience of leading a geographically disbursed team
- Experience in mentoring or coaching roles
- Experience of presenting and publishing (in print or on line) analytical materials to a wide range of expert and non-expert audiences
- Knowledge of information systems
- Specific qualifications or training in project and programme planning, monitoring, evaluation and reporting e.g PMD Pro

### **Core Behaviours:**

- Communicating and influencing
- Team working
- Planning and organising
- Change and improvement
- Decision making
- Delivery and implementation

### **Key relationships**

#### **Internal**

- Country Offices
- Design Teams
- Thematic Technical Leads
- Finance and performance teams
- Data, Analytics and Reporting Team

#### **External**

- Consortia partners
- Implementing partners
- Donors

April 2019

