**Monitoring, Evaluation and Research Manager**

**Job Title: Monitoring Evaluation and Learning Manager**

**Reports to:** Director of Programmes

**Location:** London, UK

**Starting Date:** As soon as possible

**Duration:** 12 months (with possible extension subject to funding)

**Level of Effort:** Full or 80% LOE required

**BACKGROUND:**

Internews Europeis an international media development organisation whose mission is to empower local media worldwide to give people the news and information they need, the ability to connect and the means to make their voices heard.

The **Monitoring, Evaluation and Learning Manager** will be based in the London Internews office. The focus of this position will be to refine and deliver a monitoring, evaluation and learning plan for a 3-year global project supporting partners to promote access to information and freedom of expression in highly repressive contexts.

Reporting to the Director of Programmes within a newly structured Programme Effectiveness Unit, s/he will work closely with the project director and management team at HQ to ensure the project is able to demonstrate impact and extract important learning, establishing rigorous baseline data, setting and reviewing realistic project targets, and establishing effective data-gathering methodologies and tools. Overseeing the work of an M&E co-ordinator working on the project part-time, s/he will also be responsible for supporting partners in the field to strengthen their own monitoring and data gathering.

We are looking someone with experience of managing the M&E plan for a multi-year global project in the field of media development or access to information and of producing high quality reports that can contribute to steering the strategic direction of the project.

**GENERAL FUNCTION:**

The ME&L Manager will be responsible for designing methods and tools for establishing research-oriented monitoring and evaluation, setting baselines, monitoring through implementation and for commissioning external evaluations including in collaboration with the donor. S/he will oversee data quality assurance, data storage, and design and fulfillment of reporting schedules. S/He will also be responsible for overseeing the programme’s research strategy, ensuring the production or commission of high quality analysis and learning for the programme.

Additionally, a primary function of this position is to ensure that information gained from monitoring and evaluation is continually and effectively shared with programme team members, to allow for a highly responsive programme management process to achieve results. This also entails oversight of knowledge management mechanisms to support sharing of quality and timely evaluation information with programme teams, partners and varied stakeholders.

**KEY RESPONSIBILITIES:**

In close collaboration with London- and country-based programme teams:

* Refine a global M&E plan and in collaboration with project team and partners design country-specific, detailed M&E plans for tracking all project outputs and outcomes and evaluating impact
* Ensure M&E plan is populated with baseline data and realizable targets at global and country level
* Design methods and tools – including innovative tools - for the project team, implementers and partners to use to gather data to monitor progress against targets throughout the lifecycle of the project
* Design a project-related research plan in collaboration with project team and Director of Programmes, and commission external consultants to deliver pieces of research to support project planning, analysis and learning
* In collaboration with project team and the donor, support the design and commission of external reviews and impact-level evaluations and other reviews required by the donor.
* Manage the work of an M&E co-ordinator
* Oversee data quality assurance, data storage, design and fulfillment of reporting schedules
* Continually update M&E global and country logframes
* Support knowledge management platforms and systems
* Design, manage and support implementation of cross-partner introduction to all M&E processes and reporting as well as more advanced learning and capacity building for partners, as needed
* Produce regular briefings and presentations of evaluation and learning from project to a wider internal audience and advise on use of learning to engage with external stakeholders
* Contribute M&E updates for inclusion in donor reporting
* Provide parallel support to other Internews Europe projects, as needed and agreed

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each necessary duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential task.

**Necessary**

* Experience of developing and implementing M&E at a programme level;
* Expertise in the use of a wide range of tools and the use of quantitative and qualitative research methodologies;
* Experience of conducting research related to media and communication;
* Experience of M&E gained within an international development, media development or human rights organisation ;
* Excellent skills in working with a wide range of internal stakeholders;
* Excellent understanding of new media platforms, social media, crowdsourcing, online advocacy, digital security issues and their relationship to freedom of expression and access to information;
* Strong critical thinking and report writing skills; excellent communication skills;
* Proven interpersonal and networking skills with international organisations and donors;
* Willingness to spend time in physically and emotionally demanding environments;

**Desirable**

* Experience of training;
* Global language skills;

**PHYSICAL DEMANDS and WORK ENVIRONMENT**:

Some regional travel will be required by the candidate who will need to show strong personal balance and high flexibility. In some locations, safety issues, a lack of adequate heating, air conditioning, electricity, hot water, phone lines and reliable transportation infrastructure are among other challenges.

**TO APPLY**

Interested candidates should submit their CV, with a covering letter (max. 2 pages), and names of three referees (two of whom should be previous employers) to [jobs@internews.eu](mailto:jobs@internews.eu), mentioning the reference (Monitoring, Evaluation and Learning Manager) and your name in the subject line.

Please write your covering letter in response to the key responsibilities and essential skills.

* Deadline for applications: 12th January 2015.