

Monitoring and Evaluation Coordinator Job Description

Location:	Central London
Duration:	Permanent
Line manager:	Director of Programs
Department:	Monitoring and Evaluation
Term & LOE:	Full-time; 100%
Salary range:	Band C3: £35,875 - £41,000 plus benefits

This post is location specific, therefore candidates must already have the legal right to live and work in the United Kingdom.

About Internews

Internews is an international non-profit 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.

Internews provides communities the resources to produce local news and information with integrity and independence. With global expertise and reach, Internews trains both media professionals and citizen journalists, introduces innovative media solutions, increases coverage of vital issues and helps establish policies needed for open access to information.

Internews programmes create platforms for dialogue and enable informed debate, which bring about social and economic progress. Internews' commitment to research and evaluation creates effective and sustainable programs, even in the most challenging environments.

Internews operates internationally, with administrative centres in California, Washington DC, and London, as well as regional hubs in Bangkok and Nairobi. Formed in 1982, Internews has worked in more than 90 countries, and currently has offices in Africa, Asia, Europe, the Middle East, Latin America and North America.

About the role

The Monitoring & Evaluation Co-ordinator will be based in the London Internews office reporting to the Director of Programmes, Europe as part of a global team with colleagues around the world.

The M&E Co-ordinator is responsible for providing technical support to a defined portfolio of projects, supporting project teams to develop and implement effective M&E plans. S/he will work closely with programme and development teams to produce successful proposals for projects in the portfolio, by supporting Theory of Change, logframes, M&E plans. S/he supports the start-up of all new projects in the portfolio, ensuring the use and adaptation of relevant tools and templates and providing training and guidance to project teams during start-up. S/he provides ongoing support where needed throughout the M&E lifecycle of projects.

In addition to supporting a dedicated portfolio of projects, the M&E Co-ordinator will also contribute to the global work of the M&E team, acting as a focal point for ensuring learning from M&E is shared globally and helping establish relevant global tools, methodologies and approaches and training tools to use them.

Roles and Responsibilities

- Support programme and development teams to produce high quality M&E frameworks and plans, providing input during design and business development processes of all projects in the allocated portfolio
- Work closely with project directors during start-up phases of new projects to support the design of M&E plans, in particular ensuring that projects establish baseline data at the outset where relevant;
- Provide M&E training to project colleagues in the field or at HQ in agreement with supervisor and to partners in agreement with project directors/country directors
- Provide support and quality review to M&E activities throughout the implementation phases of projects as agreed with the managers, including through ensuring understanding and uptake of appropriate Internews-adapted or standardised tools and methodologies and quality review of data generated by M&E.
- Support project reporting processes and lead or oversee generation of cross-programmatic reports based on M&E data
- Lead or provide technical support to internal or external evaluations needed by other project portfolios, in agreement with the supervisor
- Act as one focal point in Internews for co-ordinating or supporting cross-programme learning based on M&E conducted in the portfolio
- Provide surge support to other M&E activities to other portfolios as needed and directed by supervisor

Person Specification

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, skills and / or ability required.

Essential

- Experience of designing and implementing M&E in an international development, human rights or media development organisation
- Demonstrable experience in selecting and implementing wide range of M&E tools, and in the use of quantitative and qualitative research methodologies used in M&E
- Experience in the use of Theory of Change
- Experience of supporting and/or capacity building programme teams or partners, including in the field
- Knowledge of M&E in a context relevant to Internews work
- Experience of supporting, commissioning or conducting diverse types of evaluations
- Excellent skills in working with and engaging a wide range of internal stakeholders;
- Excellent understanding of data capture, storage
- Strong critical thinking and report writing skills;
- Excellent verbal communication skills;

Desirable

- Global language skills – French, Arabic, Russian an advantage;

- Experience of being based in a country relevant to Internews' work.
- Participation in professional bodies and groups relevant to M&E
- Experience of participatory M&E methodologies

Recruitment timeline:

- Closing date for applications: September 24th
- 1st interviews w/c October 2nd in London

Candidates must submit a succinct covering letter of no more than 2-pages explaining how they satisfy the requirements of the person specification in addition to a CV highlighting relevant experience. The successful candidate will also be asked to provide **three** professional referees, one of whom must be from their most recent employer.

The above noted job description is not intended to describe, in detail, all the tasks that may be assigned but rather to give the job holder a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.