



## Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the post holder.

**Job title: Senior Monitoring, Evaluation and Learning Officer**

**Department/Division: International Growth Centre (IGC)**  
**Accountable to: Head of Monitoring, Evaluation and Learning**

### Job Summary:

The International Growth Centre (IGC) aims to promote sustainable growth in developing countries by providing demand-led policy advice based on frontier research. The IGC directs a global network of world-leading researchers and in-country teams in Africa and South Asia and works closely with partner governments to generate high quality research and policy advice on key growth challenges. Based at LSE and in partnership with the University of Oxford, the IGC is funded by the UK Department for International Development (DFID).

The IGC is ramping up its Monitoring, Evaluation and Learning (MEL) activities and is looking for a Senior MEL Officer to support the Communications and Evaluation Team. The Senior MEL Officer will work closely with the Head of MEL to help the IGC collect, organise, analyse and learn from monitoring and evaluation data. Core duties will include the management of a large database of the organisation's projects, active management and advancement of this database integrating it with other IGC systems, preparation of the Annual Report and implementation of new MEL tools, including an events assessment tool and roll-out and implementation of the Country Economist Report.

### Duties/Responsibilities

Main duties will include the following:

1. Identifying and collecting relevant data related to the outputs and impact produced by IGC's research projects, including features in the media, citations and use as part of policy-making activities
2. Maintaining, updating and streamlining IGC's various Monitoring and Evaluation databases. This includes recording details at a project-level on, for example, impact, gender, specific temporal information, the thematic focus of particular projects and outputs. In maintaining the database, the Senior MEL Officer will also analyse additional data collection needs and lead on changes to the systems accordingly
3. Writing impact cases demonstrating mechanisms to policy impact, including liaising with all relevant stakeholders (Country Economists, Lead Academics and Country Programme Directors), as well as evaluating complex economic and project-related information
4. Managing the collection of data and conducting events evaluations, including lessons learnt



and designing recommendations; presenting findings to Senior Management Team and London office

5. Proactively managing additional event Monitoring, Evaluation and Learning across the IGC, including from in-country events. This will involve ensuring the correct evaluation methods are in place in order to capture the relevant, high quality data from events, leading and supporting the analysis of this data and reporting on outcomes and learning as a result of these processes
6. Managing the collection of information required for the production of IGC's Annual Report, including liaising with country teams and hub teams
7. Leading on writing-up specific sections and supporting the production of the Annual Report for DFID
8. Frequently contacting and sending information requests to IGC staff, both in London and in the IGC's country offices and building important relationships with teams to support integrated learning and sharing on impact; the role will require the comprehensive explanation of metrics and methodology employed by the team for understanding policy influence to staff in other teams. The Senior MEL Officer will be required to explain these details to both technical and non-technical audiences
9. Leading and managing the development of the Country Economist Report, designing this tool and working with the technical requirements of Excel to produce a streamlined and effective reporting system which feeds into our databases; the Senior MEL Officer role will also support effective roll-out and implementation, managing and processing a monthly reporting cycle
10. Responding to requests for information coming from IGC staff, including, for example, requests for summary data and analytics across particular portfolios of projects by theme, country or funding stream
11. Manage the collection of data to report on logframe indicators to DFID and Senior Management Team. This data collection process involves quantitative and qualitative data requests to country teams across the IGC, covering data relating to engagement, project-level influence and attendance at global events
12. Providing insights into adjusting metrics and targets based on past annual performance to inform the target-setting each year for the IGC's funder, this process supports the Senior Management Team at the IGC to make decisions on internal and external targets across the organisation
13. Providing training and support to IGC staff in the use of Monitoring and Evaluation tools and systems, including designing and driving workshops
14. Developing relationships with IGC staff and external researchers in order to facilitate information exchange
15. Analysing collected data, identifying patterns of interest and effectively communicating findings to manager, team and Senior Management
16. Identifying and analysing area for organisational learning and conducting analysis and learning dissemination through the hub and country teams
17. Organise and delegate work for others for projects outside of the main team, particularly in terms of pulling together resources and data for the annual report and ensuring quality data is recorded in the Monitoring and Evaluation database. The Senior MEL Officer will also manage ad-hoc support staff supporting event evaluation and data cleaning and quality assurance



Additional duties might involve:

18. Supporting the Head of Monitoring, Learning and Evaluation with strategic planning and providing senior leadership with data for decision-making to support the future of the IGC
19. Identifying gaps in IGC's data collection systems and databases and managing the strengthening of these systems and databases. This includes identifying new data points which should be collected at the project-level and across the IGC, and then establishing how these new data points can be effectively integrated into current procedures and systems
20. Piloting and refining new Monitoring and Evaluation tools and systems
21. Supporting other IGC teams in reporting requirements to donors by providing the relevant technical expertise to help teams provide relevant and accurate information
22. Assisting with the production of documents and data for external evaluations; liaising with external auditors and preparing country teams for external evaluators' visits.

In addition to data management skills, we expect the Senior MEL Officer to gain broader transferrable skills in the area of monitoring, impact evaluation, learning and report writing, as well as developing specific technical expertise, for instance on Value for Money, gender or database and systems development. The Senior MEL Officer will be working as part of the IGC's Evaluation and Communications Team.

**Note**

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

**Flexibility**

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

**Equality and Diversity**

LSE believes that equality for all is a basic human right. We actively encourage diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

**Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.