



THE LONDON SCHOOL  
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## 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 postholder.

**Job title: Head of Monitoring, Evaluation and Learning (MEL)**

**Department/Division: IGC      Accountable to: Director of Programmes and Impact**

### Job Summary:

The International Growth Centre works with policymakers in developing countries to promote inclusive and sustainable growth through pathbreaking research. The IGC is a global research centre with a network of world-leading researchers and in-country teams and initiatives working across Africa, South Asia, and the Middle East. Based at LSE and in partnership with the University of Oxford, we are majority funded by the UK Foreign, Commonwealth and Development Office with support from other global funders. We work to improve the productivity of people and firms as the key driver of sustainable economic development.

The Head of Monitoring, Evaluation and Learning (MEL) will lead the development and implementation of the IGC's monitoring, evaluation and learning (MEL) strategy. They will be responsible for leading a step-change in the IGC's organisational approach to evaluation and learning, and further improving and embedding the organisation's evolved monitoring systems. The successful candidate will work closely with the senior leadership team to build a comprehensive understanding of IGC impact, and to identify areas for evaluation and analysis – with the aim of better informing decision-making on strategy and programme management. They will lead the development and implementation of an organisation-wide results framework, to ensure effective oversight and learning. This will enable a holistic view of all IGC activity, grants and programmes.

### Duties/Responsibilities

#### Leadership and Strategy

- Lead the development and implementation of the Monitoring, Evaluation and Learning (MEL), Strategy. This is expected to include a clear focus on evaluation and learning, leading a step-change in the organisational approach.
- Design and oversee an organisation-wide results framework, encompassing the IGC's main FCDO grant and multiple other grants in our resident country programmes and initiatives. This



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recognises our ambition to understand IGC outcomes and impact at an organisational level. Develop an internal and external reporting approach.

- Establish an organisation-wide learning framework which draws up key evaluation questions from across the IGC with a focus on feeding evaluation and analysis into decision-making.
- Extract high level insight and learning from across the organisation to maximise the likelihood of research findings feeding into policy decision-making. Work collaboratively with country and initiative leadership to help draw out insights around research and policy impact within these portfolios.
- Provide thought leadership within IGC and beyond in the research to policy MEL space.
- Build trusting, effective and productive relationships with the different elements of IGC leadership, especially Senior Management Team, Country Directors and Heads of Initiatives.
- Lead, manage and motivate the MEL team, giving direction and supporting their professional and personal development.

### **MEL Systems and processes**

- Manage and implement the MEL approach and methodology, ensuring it remains fit for purpose with evolving organisational priorities and structures and securing IGC wide buy-in and adoption leveraging the IGC Salesforce platform SPEAR.
- Provide leadership and oversight of the strategic objective setting process for country and initiative teams, ensuring objectives are measurable and feeding learning into the objective setting process.
- Ensure appropriate monitoring and evaluation tools are in place to collect data related to the outputs and impact produced by IGC's research projects, working with the SPEAR team to refine existing and develop new tools.
- Work closely with the IGC Head of Systems, Data and Knowledge Management and the IGC Head of Programme Management, champion efforts around data quality and ensure data structures are best designed to inform ongoing learning.
- Oversee the migration of MEL data from legacy data monitoring tools to SPEAR.
- Design and develop MEL inputs to the IGC-wide Team Strategy Meetings (TSMs).
- Respond to requests for MEL information coming from IGC staff, including via the creation and curation of SPEAR reports.

### **Evaluation and Learning**

- Design and lead programme-level reviews and evaluations across the organisation.
- Conduct organisational level evaluation and reviews of key areas to IGC-wide strategy, including commissioning strategy, the IGC business model and modes of working.
- Conduct country visits to work with resident country teams conduct programme-level evaluations, feed evaluation and learning into strategy and support regular portfolio reviews.
- Lead the IGC's approach to capturing and evaluating cases of transformational change. Present these cases internally and develop externally facing versions.



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### **External Agenda**

- Promote IGC as thought leaders in taking research into policy in economic growth in LICs by publishing and disseminating externally the key IGC insight and learnings about how to take research into policy and deliver policy influence.
- Participate in external forums to present impact from the IGC's work.

### **FCDO and other Donor Reporting**

- Manage the relationship with FCDO with respect to relevant areas of MEL, in collaboration with the Director of Programmes and Impact.
- Lead milestone reporting to FCDO, including quarterly updates, the annual report and ad-hoc requests. Manage the production of the IGC's annual report to FCDO, including developing a workplan which fits alongside the wider IGC business planning cycle, leading the report drafting and liaison with IGC staff across the organisation to collect information and edit the report.
- Ensure appropriate systems and structures are in place for data collection to report to FCDO and other donors.
- Respond to FCDO requests for reviews, data and analysis on all aspects of IGC's operation.
- Lead MEL reporting requirements for external grants in collaboration with grant leads.
- Manage any external, independent evaluations required as part of donor reporting structures or commissioned by the IGC.
- Lead and develop MEL frameworks for new grants, including Theory of Change, measurement frameworks and establishing robust monitoring processes. Ensure consistency across the IGC in MEL approaches and feed-in to aggregate organisational reporting.

### **Country and Initiative Engagement**

- Support the work of Country Directors and Lead Academics in developing, monitoring, reviewing and fine-tuning Country Strategies. Work closely with the Programme Management team in the planning and roll out of annual Team Strategy Meetings (TSMs)
- Devise an approach and framework to support country and initiative teams in the development of their strategic objectives, working closely with the Programme Management team to monitor these at various review points.
- Work with Country Leadership Teams, Initiative Heads, Country Economists and Initiative Economists to ensure teams better understand their routes to policy influence and how these can be more effectively enacted within country and initiative strategies. Support cross-country learning to facilitate the sharing of good practice in promoting and capturing impact.
- Respond to demand from country and initiative teams to support evaluation questions at the programme-level.
- Lead country and initiative reporting processes, leveraging the IGC's Salesforce platform SPEAR, to build a comprehensive ongoing understanding of country activity and impact.



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**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.

**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.