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: Senior Monitoring, Evaluation and Learning Officer

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

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 Senior Monitoring, Evaluation and Learning (MEL) Officer will report to the Head of MEL and work closely with the Evaluation and Learning Manager and teams across the IGC. They will be responsible for collecting, organising, analysing, sharing and learning from monitoring and evaluation data and information. The role's core duties will revolve around delivery of the IGC's MEL strategy. The role will have MEL responsibilities for a portfolio covering IGC country programmes and initiatives and will be required to capture and quality assure IGC project-level data, focusing on policy engagement and impact. As part of the MEL team the role will support on quarterly reporting and the Annual Report to the IGC's primary funder (FCDO). The role will work with the Head of MEL in developing an organisation-wide results framework, representing IGC activities funded by multiple donors and will work with new grants to develop monitoring, evaluation and learning frameworks.

The role will be instrumental in supporting a shift change in the organisational culture around learning and the use of data and analysis for organisational decision-making.

Duties and Responsibilities

Main duties will include the following

- Maintain and develop effective monitoring systems to enable reporting and analysis.
  - *Oversee and manage MEL activities and outputs for a portfolio of Country Teams and IGC Initiatives.* The IGC has an expansive geographical footprint, working across ten countries in Africa and South Asia. The post-holder will proactively manage a portfolio of IGC teams from a MEL perspective, gaining an in-depth understanding of country- and initiative-level project activity, outcomes and impact. The post-holder should be happy with extensive cross-team working, managing multiple important relationships on an ongoing basis.

- *Develop monitoring and evaluation approaches for new programmes/donors.* The Senior MEL Officer will be required to take lead on the development of comprehensive MEL strategies, approaches and operations for new programmes delivered by IGC. This will require ensuring new MEL systems are coherent with existing approaches, systems and processes. The post-holder should be experienced and competent in developing Theories of Change, Logical Frameworks and MEL approaches, including specific tools and methodologies appropriate for different programmes.

- *Provide a critical Quality Assurance and Approval function for MEL data capture tools.* The MEL team oversees a range of project-level monitoring tools, all purposefully designed to capture a breadth and depth of information to feed into analysis, reporting and, ultimately, strategic decision-making. The post holder will have close attention to detail in project output review and approval, following up with research stakeholders (including Country Economists and Researchers) for additional information where necessary.

- *Contribute to the development and maintenance of IGC MEL data capture tools and processes.* The post-holder will be pro-active in developing and maintaining new tools and processes, thinking creatively to identify data or operational gaps, and how these can be addressed/improved.

- *Work closely with IGC's knowledge management team and system.* The IGC has resourced a bespoke Salesforce-based CRM and knowledge management system (SPEAR) as the single hub for all outputs and organisational processes. SPEAR is being developed and rolled out on an ongoing basis, and it is a core remit of the MEL team to support this process on behalf of the organisation, through output, process and function review, and critical engagement with data structures and flows.

- *Provide MEL training to colleagues as and when necessary.* The post-holder will deliver training on MEL approaches, tools and processes when required, such as during inductions for new starters, or when new MEL systems, tools and processes are developed. The Senior MEL Officer will be required to deliver comprehensive explanation of metrics and methodology employed by the team for understanding policy and academic outcomes and impact, to a variety of technical and non-technical audiences.

- Support Evaluation and Facilitate Learning
  - *Support internal analysis of key organisational areas.* The MEL team plays a responsive role in supporting internal analysis objectives, leveraging deep knowledge of project data and information, and research and analysis expertise. This requires effective cross-team working, and an ability to think creatively and critically to provide useful insight. It also requires timely response to ad-hoc donor requests for information, analysis and insight.

  - *Play an active role in external and internal evaluation exercises.* The IGC periodically conducts and supports in-depth internal and external evaluations of Country Programmes and Initiatives. The post-holder will be expected to support these efforts across their portfolio, as well as contributing to broader evaluation activities.

  - *Supporting strategic planning and decision-making.* The post-holder will support the Head of MEL and the MEL Manager with strategic planning, and in preparation and presentation of quarterly management information for IGC senior leadership. This will leverage the wealth of monitoring and evaluation data captured on an ongoing basis, and will utilise SPEAR reporting functionality.

  - *Directly support and facilitate knowledge exchange and learning across the organisation.*

The IGC aims to foster and sustain a strong culture of knowledge exchange and learning across all areas of the organisation. The post-holder will support this through pro-actively identifying areas appropriate for cross-country and cross-team knowledge exchange and learning, and supporting a variety of ongoing learning initiatives and forums.

- *Identify external learning opportunities.* The post-holder will be expected to contribute to sectoral knowledge exchange and learning, including involvement in cross-organisation forums and initiatives, as well as contributing to IGC-led cross-organisational learning initiatives.

- *Conduct detailed analysis to contribute to understand of drivers of and barriers to impact.* The post-holder will be confident in utilising quantitative and qualitative methodologies to analyse complex data and information to provide insights into the drivers and barriers to impact in complex economic and political environments.

- Reporting and content delivery
  - *Take an active role in the delivery of key reporting milestones, including Annual Reports and Mid-Year Reviews.* The Senior MEL Officer will take a core role in the generation of important donor reporting, involving significant cross-team working to pull data and information from a variety of organisational areas. The post-holder will lead the management of report content, including writing report copy.

  - *Take an active role in engaging with donor representatives – primarily with the FCDO – in presenting MEL outputs and analysis.* The IGC MEL team regularly and closely engages with counterparts within the FCDO (as well as from other funding bodies) to share insights, reporting outputs, and to discuss key areas of implementation such as the IGC Logframe and Theory of Change. The post-holder will be expected to contribute actively to these ongoing engagements. Previous experience with donor engagement – in particular DFID/FCDO – is advantageous.

  - *Write detailed cases of project impact.* The post-holder will write in-depth case studies, and short narratives of impact, for all projects that achieve impact. This content will feed directly into reporting outputs, as provide significant knowledge management assets for internal analysis, and public consumption, such as impact cases being published on the IGC Website.

  - *Work closely with IGC Communications team to deliver public facing content that exhibits IGC impact.* The IGC is undergoing a significant website refresh, with a concerted effort to build out the website's Impact section. The Senior MEL Officer will contribute content for this section, working closely with the Comms team to identify compelling cases of impact, and new ways in which these case be presented for external audiences.

  - *Supporting fundraising efforts by feeding into bid development with MEL expertise.* The IGC proactively seeks new funding opportunities on an ongoing basis. The post-holder will be required to actively contribute MEL expertise to bid development, providing insight into programme development and MEL systems and processes. The post-holder should be experienced and competent in identifying appropriate programme indicators and corresponding metrics.

- Project and Staff Management
  - *Proactively manage projects.* The Senior MEL Officer will be required to lead and manage core workstreams, taking a project management approach to ensure outputs are delivered to time and to expected quality. Cross-team working is essential, as is the ability to effectively devise and manage workloads (occasionally for others).

- *Occasionally manage part-time staff.* The Senior MEL Officer may also have line management responsibilities of part-time support staff. Part-time MEL support is often recruited to support during busier periods, including during the delivery of the FCDO Annual Report, or to support with core strategic initiatives that require surge capacity (such as for data-cleaning).

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: click here

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.