

Role Profile for Monitoring, Evaluation and Learning (MEL) Specialist

Role Title (Internal HR use only): Monitoring, Evaluation and Learning (MEL) Specialist		Operational / External Title: Monitoring, Evaluation and Learning (MEL) Specialist		Date: October 2024	
Department and Team: Funding		Band: C		Reports to: Senior MEL Specialist	
Direct Reports: n/a		Indirect Reports: n/a		Dotted line reports: 0	
Budget Holder (yes /no): no					
Safeguarding Check required	Yes	If Y, what type:	Role requires travel to country programmes	Yes	
DBS check required	Yes				
Purpose of the Role:					
<p>Purpose of the Role:</p> <p>The Programme Quality & Assurance (PQA) team is responsible for the management of all grants and contracts, ensuring cross programme / country coherence, risk management and compliance. The team is also responsible for coordinating programme related research, evaluation and learning in conjunction with thematic specialists in the Feminist Research and Policy, and Women Peace and Security teams.</p> <p>This role will support the business development, programme quality and learning functions for the Programme Quality and Assurance (PQA) team. The role demands a specialist who will work collaboratively across the team and with Federation Members to bring strong monitoring and evaluation expertise and programming experience to ActionAid UK and the Federation as it delivers on its strategy.</p>					
Areas of Activity					
Key Accountabilities and Deliverables					
Proposal Development & Contract Management	<ul style="list-style-type: none"> To provide day to day technical MEL support to the PQA team, in areas on proposal development, project design, inception, monitoring and outcome measurement. To support colleagues to adopt an impact and evidence-based approach to working so that reflection and learning are implemented through plans and priorities. To work closely with the Head of Programme Quality and Assurance, PQA Specialists and AA Federation Members (FMs) to develop and implement MEL strategies and provide support to strengthen the capacity and capability of UK teams and county offices, ensuring that MEL is a key element of accountability and donor compliance. To work closely with the Head of Programme Quality and Assurance to provide orientation, technical training, coaching and support to build greater team understanding, capability and capacity for monitoring, evaluating and reporting effectiveness at project and team level. To provide expertise on institutional donors related to monitoring and evaluation, accountability, and value for money, for donors such as DEC, Start Fund, ECHO, FCDO, Global Affairs Canada, UN (UNICEF, WFP, UNFPA, UNHCR). To ensure proposals submitted have a well-resourced, realistic and achievable results frameworks, logframes and Theories of Change and appropriate MEL components. To provide advice on developing and using evidence-based Theories of Change. To provide technical support on Monitoring, Evaluation & Learning framework design, monitoring tools and Terms of Reference for baselines, reviews and 				

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	<p>evaluations.</p> <ul style="list-style-type: none"> To lead on MEL sessions during proposal design and inception workshops. <p>To help strengthen global approaches to accountability and programme monitoring, evaluation and learning for AAUK and the Federation.</p>
Documenting and Sharing Programme Learning	<p>With the support from the Senior MEL Specialist, to:</p> <ul style="list-style-type: none"> To generate evidence of the effectiveness of AAUK supported programmes work, and to feed into the continuous improvement of quality of programme design and implementation To document and share learning and good practice, and promote an organisational culture of action learning (through existing learning platforms internally and externally) <p>To document and share examples of programmatic impact, to influence change and build our profile externally and within the Federation.</p>
Relationship management	<ul style="list-style-type: none"> To liaise on key MEL across the Federation to ensure that ActionAid UK's funding bids and tenders are aligned with ActionAid's overall MEL approach and that realistic programme performance indicators, targets and milestones are agreed. To work in collaboration with the Senior MEL Specialist on the MEL of AAUK's strategy as needed. Ensure compliance with IATI donor requirements and AAUK IATI plan, as per guidance and training provided by AAUK. To support and ensure that AAUK is engaged with the contract management system so that MEL is embedded into systems and processes across the project cycle, as per Standard Operating Procedures and guidance and training provided by AA. To promote good practice across the Federation and feed into the new strategy. To work closely with the Senior MEL Specialist to encourage cross departmental information and knowledge sharing within ActionAid, both in the UK and internationally.
External representation and relationship building	<ul style="list-style-type: none"> To engage with NGO networks through participating in working groups to influence donor funding policy and practice and share learning on programme quality with a particular focus on the Humanitarian Policy and Practice team To actively promote AA's approaches to monitoring, evaluation and accountability externally, with the aim of demonstrating AA's leadership and innovation To represent AAUK as an organisational specialist and spokesperson in MEL programme learning forums, To provide support in developing new relationships within the MEL community in the humanitarian and international development sectors. <p>To provide support to all parts of the team in times of surge and capacity challenge with a strong focus on the Humanitarian, Policy and Practice team.</p>
Team Working	<ul style="list-style-type: none"> Engage with and demonstrate commitment to AAUK's mission, vision, values and strategic aims, and 'My Feminist Behaviours' (including adherence to our Code of Conduct). To undertake any other duties appropriate to the level in accordance to agreed procedures and guidelines. Proactively engage with the performance development approach, taking responsibility for seeking appropriate development opportunities and taking part in learning

Key Relationships (external to the team):

INTERNAL: Technical Advisors, Advocacy unit, Philanthropy and Partnerships Team, AAI CHS Compliance Working Group, AAI Global Secretariat.
EXTERNAL: Institutional donors, consortia partners, contract leads, private sector, academic institutions, policy stakeholders and NGO networks

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EXPERIENCE, KNOWLEDGE & EXPERTISE

<p>Essential:</p> <ul style="list-style-type: none"> • Substantial experience in designing monitoring and evaluation approaches, systems, tools, and processes for development and/or humanitarian programming, in at least one of the following: women’s rights; VAWG; protection, economic security/livelihoods, resilience, and adaptation. • Experience of providing technical support and guidance on monitoring and evaluation across humanitarian programmes/projects. • Good understanding of humanitarian issues particularly women’s rights, humanitarian response, recovery, and resilience work. • Knowledge of donor and sector trends around MEL, and familiarity with current thinking on MEL tools and processes (i.e., Human-Centred Design, PEER Methodology, CHS) • Experience of supporting and overseeing evaluations. • Experience with participatory programme design. • Extensive knowledge of logical frameworks and participatory results-based planning, monitoring, and evaluation, and demonstrated ability to coach and train others in their use. • Applied knowledge of project cycle management including problem analysis, project design, financial planning, and management, and monitoring and evaluation. • Commitment to AA’s vision, mission and values, including a commitment to feminist principles, safeguarding, and working in an organisation committed to working for the rights of women and girls. • Commitment to AA’s values of Equality, Diversity & Inclusion and upholding the values of becoming an anti-racist decolonised INGO. • ActionAid UK is committed to preventing any form of sexual harassment, exploitation, and abuse (including child abuse and adult at-risk abuse) and responding robustly when these harms take place. We expect all ActionAid UK Staff and ActionAid UK Associated Personnel to share this commitment. • Commitment to continually improving your digital skills and knowledge within the working environment. 	<p>Desirable:</p> <ul style="list-style-type: none"> • Specific experience of working with FCDO, ECHO, Start Network, DEC, UN agencies. • Experience developing organisational MEL strategies/handbooks/frameworks. • Experience designing MEL frameworks for payment by results programmes. • Experience of overseeing and / or managing impact evaluations. • Knowledge and proven practical application of methodologies, standards and processes used to evaluate gender sensitive programmes. • Experience of living and working in the “Global South” • Experience of working for an INGO
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Any Other Relevant Information – please add in any information regarding the complexity of work undertaken / complexity of relationships; level to which they drive change in their role / team / department, whether within their core duties they undertake activities that potentially could be ‘risky’

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[Click here for 'My Feminist Behaviours'](#)

This role profile sets out the current duties of the post that may vary from time to time without changing the character of the job or the level of responsibility entailed. However, all role profiles are regularly reviewed and updated accordingly in line with organisational needs.