

Operational / External Title: Monitoring, Evaluation and Learning Manager

Role Title:	Monitoring, Evaluation and Learning (MEL) Manager
Date of JD Review:	January 2026
Department:	Funding
Team:	Programme Quality and Assurance
Tenure:	Full time & Fixed-Term (8 months)
Band & Range:	Band D
Location:	London, Hybrid
Reports to:	Head of Programme Quality and Assurance (Dev and Humanitarian)
DBS check required:	Yes
Role requires travel:	Yes
Budget Holder	No
Direct Reports:	Yes
Indirect Reports:	No
Dotted line reports:	No
<p>INTERNAL: Data Protection Officer, Institutional Funding Business Development team, Programme Quality and Assurance team, Advocacy team, Women Peace and Security team, Philanthropy and Partnerships Team, AAUK Organisational Management Team, AAI Federation.</p> <p>EXTERNAL: Institutional donors, Academic institutions, and Humanitarian / NGO networks.</p>	

Purpose Of the Role:

This is a Senior Specialist role that will support business development, programme quality, accountability and learning across ActionAid UK's development and humanitarian programmes portfolio. Working closely with colleagues in the UK and across the ActionAid Federation, you will bring strong technical MEL expertise to support high-quality programme design, delivery, learning and donor compliance.

You will play a critical role in proposal development, grant management, evidence generation and organisational learning, while also line managing up to two MEL Specialists and contributing to wider strategic and system-level improvements across AAUK and the Federation.

Main Accountabilities:

Proposal Development & MEAL Grant Management

- To be responsible for providing technical MEL support in grant/contract management, in areas on proposal development, project design, inception, monitoring and outcome measurement, in collaboration with Federation Members, Women's Rights Organisations and Networks.
- To provide direction to the sub-team MEL Unit, and to line manage up to two MEL Specialists.
- To provide technical inputs on institutional donors related to monitoring and evaluation, accountability and value for money. For donors such as the FCDO, DEC, Start Fund, UN agencies (UNICEF, WFP, UNFPA, UNHCR), Global Affairs Canada, the European Commission, PPL (People's Post Code Lottery).
- To ensure proposals submitted have a well-resourced, realistic and achievable results frameworks, log frames and Theories of Change and appropriate MEL components.
- To provide technical support on Monitoring, Evaluation & Learning framework design, monitoring tools and Terms of Reference for baselines, reviews and evaluations.
- 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.
- In collaboration with Federation Members, working to strengthen global approaches to accountability and programme monitoring, evaluation and learning for AAUK and the Federation.
- To work in collaboration with other key stakeholders on the delivery of ActionAid UK's Core Humanitarian Standards improvement plans.

- 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 with agreed procedures and guidelines.
- Proactively engage with the performance development approach, taking responsibility for seeking appropriate development opportunities and taking part in learning.

Documenting and Sharing Programme Learning

- To be responsible for evidence generation on the effectiveness of AAUK supported programmes work, and to feed into the continuous improvement of quality of programme design and implementation
- In collaboration with the Women Peace and Security team (WPS), provide advice on the implementation of the WPS research strategy, and the maintenance of a track record library and capacity statements for internal and external audiences
- To be responsible for the coordination on learning forums/staff briefings, MEL Clinics and learning initiatives within AAUK and the Federation
- To be responsible for documenting and sharing examples of programmatic impact, on internal and external platforms, including the Contract Management Systems (CMS) to influence change and build our profile externally and within the Federation, as well as within AAUK
- To document and share learning and good practice, and promote an organisational culture of action learning (through existing learning platforms internally and externally)

Relationship management

- To work in collaboration with Federation Members, Women's Rights Organisations and Networks on key MEL issues 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 MEL Manager 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
- Ensure that relationship management is based on ActionAid's feminist behaviours, and, as AAUK develops its anti-racism and decolonisation approach, that these principles are embedded in relationship management and development.

- 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.

External representation and relationship building

- Represent AAUK as a senior organisational specialist and spokesperson in MEL programme learning forums externally
- To engage with NGO networks through participating in working groups to influence donor funding policy and practice and share learning on programmes (BOND MEL Working Group, DEC MEAL representatives).
- To lead and provide support in developing new relationships within the MEL community in the international development and humanitarian sectors.
- To actively promote AA's approaches to monitoring, evaluation and accountability externally, with the aim of demonstrating AA's leadership and innovation.

EXPERIENCE, KNOWLEDGE & EXPERTISE

Essential Criteria:

- Substantial experience in designing monitoring and evaluation approaches, systems, tools and processes for humanitarian and development programming, in at least one of the following: women's rights; VAWG; protection, economic security/livelihoods, resilience and adaptation.
- Substantial experience of providing technical support and guidance on monitoring and evaluation across humanitarian and development programmes/projects.
- Good 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 overseeing evaluations and managing consultants.
- 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.
- Good understanding of humanitarian issues particularly women's rights, humanitarian response, recovery and resilience work.

- Experience working on partner-led responses and/or consortia with local organisations.
- 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.
- Commitment to AAUK's Data Protection & Processing Policy and ability to comply with Data protection legislation and best practice in data management and processing.

Desirable Criteria:

- Experience of working with FCDO, Start Network, DEC, Global Affairs Canada, UN agencies, ECHO
- 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 working with Women's Rights Organisations.
- Experience of living and working in the "Global South", especially regions where we are funding programmes & projects
- Experience of working for an INGO

It is expected that everyone at ActionAid UK will work to support and strengthen our desired culture of being bold, connected, diverse, optimistic, open and respectful through the way they approach and deliver their work by:

- Being accountable and responsible – your individual way of working
- Being innovative and collaborative – how you get things done
- Being empowering and trusting – how you build and sustain relationships.