

# act:onaid Job Description and Person Specification

<b>Job Title:</b>	Programme Quality, Research & MEL Advisor		
<b>Job Family:</b>	Advisor		
<b>Directorate/Cluster:</b>	Political & Programme Strategy	<b>Unit/Team:</b>	Head of Programme and Influence / PQ & MEL
<b>Grade and Salary:</b>	Grade D	<b>Contract Type:</b>	<i>Transitional/Fixed Term</i>
<b>Location:</b>	Nairobi / Johannesburg	<b>Budget Holder:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Reports to:</b> <i>(incl matrix reporting)</i>	PQ & MEL Lead (matrix reporting to Head of Country Engagement & Transformation, Africa)		
<b>Direct Reports :</b>	None		
<b>Matrix Reports:</b>	None		
<b>DBS (CRB) / Police Check:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Role Overview:</b>	<p>The role is responsible for contributing to effective Programme Quality, MEL &amp; Research, with a focus on the Africa region but with a federation mindset.</p> <p>The role supports quality programming and learning through ongoing interactions with federation members.</p> <p>With a view to accountable, transparent feminist and decolonial reporting of impact, the role supports the development of MEL frameworks, plans and systems to better support ActionAid to assess, track, learn and reflect upon the impact of policy, advocacy, campaigning, research, and public engagement within the ActionAid Global Strategy.</p> <p>A further purpose of the role is to support the federation to design of feminist research and learning products, in line with the Feminist Research Guidelines.</p>		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		
<b>Strategic Impact and contribution</b>	<ul style="list-style-type: none"> <li>• Supports the implementation of Programme Quality Audits as well as learning and innovation around these.</li> <li>• Supports innovations in ActionAid's MEL approach in line with the SIF and ActionAid's Strategy - <i>Action for Global Justice</i>,</li> <li>• Responsible for the effective implementation of, ActionAid's Research Signature and Feminist Research Guidelines.</li> <li>• Supports the federation to apply ActionAid's meta-Theory of Change in line with the ActionAid MEL approach.</li> <li>• Supports the Annual Planning and Reporting processes.</li> </ul>		

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<p><b>System, Policies and Procedures and Product Management</b></p>	<ul style="list-style-type: none"> <li>• Ensures that ActionAid’s MEL work is in line with its feminist, antiracist and decolonial approaches and with a vision of a rooted campaigning organization with transformative programmes.</li> <li>• Ensures that PQ&amp;MEL is systematized and embedded in all of ActionAid’s work.</li> <li>• Reviews, updates, and develops appropriate frameworks and tools for effective federation use to ensure ActionAid’s MEL approach, together with the PQ&amp;MEL advisor</li> </ul>
<p><b>Issue Resolutions, Crisis/Risk Management</b></p>	<ul style="list-style-type: none"> <li>• With the PQ &amp; MEL Lead, supports operational and strategic risk identification as related to PQ&amp;MEL plans and ActionAid’s MEL approach.</li> <li>• Supports commissioning managers to mitigate risk in international publications eg libel, reputational risk.</li> </ul>
<p><b>Communications, Influencing and Coordination</b></p>	<ul style="list-style-type: none"> <li>• Maintains a high level of up-to-date knowledge of national activities, plans and challenges for various programmes and ensure that information is circulated to relevant stakeholders in the GS and relevant teams for purposes of joint planning.</li> <li>• Profiles ActionAid’s work in external platforms</li> <li>• Supports document sharing through knowledge hubs.</li> <li>• Coordinates the Research Community of Practice</li> </ul>
<p><b>Other delivery on strategic/ functional priorities (Directorate/Cluster-specific - maximum 5 KPIs)</b></p>	<p><b>Supports the development of appropriate MEL frameworks and plans in line with the SIF and our vision to transform federation reporting.</b></p> <ul style="list-style-type: none"> <li>• Ensures we are able to measure impact of policy, advocacy, campaigning, research and public engagement work within programme priorities as a result of supporting teams’ MEL planning in line with the APF and transforming federation reporting.</li> <li>• Supports the integration of systems to support the recording of change.</li> </ul>
	<p><b>Strengthens the understanding and institutionalization of the Feminist Research Guidelines in the federation.</b></p> <ul style="list-style-type: none"> <li>• Ensures that the ActionAid Feminist Research Guidelines are implemented through, for example, mentoring, setting up champions, training, sharing knowledge and learning internally and externally, and contributing to the ActionAid Festival of Learning.</li> <li>• Builds on the Feminist research guidelines – in line with ActionAid’s anti racist and decolonial approach – and collaboratively develops new learning materials to support innovation in this area.</li> <li>• Regularly convenes the Feminist Research Community of Practice for learning and knowledge sharing and support the setting up of structures in <b>countries/regions to ensure</b> that knowledge sharing, and support is increasingly independent of the GS.</li> <li>• Responsible for ensuring that commissioning managers mitigate libel and reputational risks in publications</li> </ul>

	<p><b>Supports thematic, campaigns, comms and regional leads in the design of all research and learning products of ActionAid.</b></p> <ul style="list-style-type: none"> <li>• Leads on the production and sharing of learning products such as case studies, learning bulletins and infographics showcasing ActionAid impact and good practices.</li> <li>• Advises and supports federation members on the design of research and learning products related to policy, advocacy, and campaigning work.</li> <li>• Promotes/supports the programme learning forum in Africa region together with Africa regional country support team and Humanitarian team (IHART).</li> </ul>
	<p><b>Supports Programme Quality and MEL processes – including for the Transformative Impact Fund</b></p> <ul style="list-style-type: none"> <li>• Supports the transition towards Transformed Federation Reporting by ensuring ActionAid’s reporting is decolonial and feminist and supports the roll out of the APF across the federation in line with this vision.</li> <li>• Supports the development of the ActionAid Federation reporting and planning processes.</li> <li>• Supports documentation of impact, and the Stories Mapping project</li> <li>• Maintains vigilance over data collection methodologies and ensures that data collection and indicators are in line with the ActionAid vision.</li> <li>• Supports the development of MEL processes for the Transformative Impact Fund</li> <li>• Maintains the content of the Reflection-Action website.</li> <li>• Supports the strengthening of the capacity of the federation on Programme Quality, monitoring, evaluation, and learning.</li> </ul>
	<p><b>Supports External Engagement and Profiling of the organization</b></p> <ul style="list-style-type: none"> <li>• Profile the MEL &amp; Programme Quality work of ActionAid in relevant external platforms and networks.</li> <li>• Keep abreast with cutting edge Research and MEL approaches, including feminist MEL and methodologies to track change in shifting power relations.</li> </ul>

PERSON SPECIFICATIONS	
<b>Education and Qualifications</b>	Masters (or equivalent experience) in development related social sciences with a strong programme development and management component or substantial experience leading, and doing programme/participatory research, evaluation, learning and knowledge management.

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<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Must have specific and substantial experience of managing research that contributes to a rights-based development programmes with poor and excluded communities in the global South.</li> <li>• Must have substantial experience of and commitment to decolonization of knowledge.</li> <li>• Must have at least 5 years of experience in providing research and MEL support to large donor funded projects.</li> <li>• HRBA programming and monitoring experience, including working with partners and social movements.</li> </ul>
<b>Essential Knowledge</b>	Must have specific and substantial experience of designing and implementing rights-based development programmes with poor and excluded communities in the global South.
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>• Familiarity with the range of approaches and methods currently being used in the sector to monitor and evaluate policy, advocacy, campaigning, and public engagement efforts.</li> <li>• Ability to document programme experiences and generating lessons learnt and knowledge.</li> <li>• Dynamic, participatory leadership style with superb negotiating and influencing skills – without the power of direct line management.</li> <li>• Proven ability to persuade and inspire through communication, as well as negotiate and influence change, with sensitivity.</li> <li>• Able to work closely with others (often from a distance) to meet tight deadlines and multiple priorities.</li> <li>• Ability to work in a multicultural context/environment, engage in social justice activism/advocacy and demonstrate innovative Practices.</li> </ul>
<b>Language requirements</b>	Excellent written and spoken English. A second language will be advantageous.

<b>People Management Responsibility</b>		
<b>Approximate number of people managed in total</b>		
<b>1- Team members</b>	Individual contributor, no direct responsibility for leading others.	Yes
<b>1.5</b>	Act as mentor in a team and /or coordinating a team	Yes
<b>2- Team Leader</b>	Coaches team members (at least three) in skills; leads, schedules, allocates and monitors work	No
<b>2.5</b>	Responsible for one team with its own and has another team reporting directly.	No
<b>3- Team managers:</b>	Directs more than one team.	No
	The positions direct multiple teams, each of which has a team leader in charge; determines team structure and roles of members	No

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This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to ActionAid International culture and comply with organisation's values and practice, which are:

- **Leading Innovation and Change** Establish a culture of excellence in respective team that values experimentation and continuous improvement
- **Feminist Leadership:** Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)
- **AAI Values Practice:** Ensure personal and team culture that demonstrates all of AAI values including Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility