

# act:onaid Job Description and Person Specification

<b>Job Title:</b>	Project Monitoring, Evaluation and Learning (MEL) Officer - Economic Justice & Public Services		
<b>Directorate/Cluster:</b>	Political and Programme Strategy	<b>Unit/Team:</b>	Economic Justice
<b>Grade and Salary:</b>	C	<b>Contract Type:</b>	<i>Fixed Term –(to April 2024)</i>
<b>Location:</b>	AA GS or Country Office	<b>Budget Holder:</b>	Yes <input type="checkbox"/> No X <input type="checkbox"/>
<b>Reports to:</b> <i>(incl matrix reporting)</i>	Global Lead for Economic Justice Economic Justice and Public Services		
<b>Direct Reports :</b>	None		
<b>Matrix Reports:</b>	None		
<b>DBS (CRB) / Police Check:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		

## Job Role

### Role Overview:

This role is to support project implementation, documenting impact, monitoring and evaluation for two multi-country projects on economic justice.

- The Public Sector Wage Bill project funded by OSF
- The Tax and Education Alliance projects funded by EOL, OSF & Hills

The Project MEL Officer will be responsible for supporting effective planning, implementation, learning and keeping track of and reporting on project activities.

They will provide leadership and coordinate on all MEL processes and manage data, analysis, monitoring and evaluation for the projects. S/he will connect with countries and partners involved to ensure effective planning, reporting and monitoring and evaluation; facilitate effective learning and communication of project impact and ensure compliance to contract rules and regulations. In addition, s/he will support project managers in providing administrative and technical programme support.

This is a fixed short term role to support projects funded by OSF and EOL that support ActionAid's programme and policy work on economic justice with a particular focus on tax, debt and austerity and their impact on the financing of gender responsive public services, social protection and environmental polices. The role will support in day to day project management, while focusing on documenting the impact of the projects and with end or project monitoring and evaluation. This is aimed at both sharing stories of ActionAid's work with wider audiences and to showcase ActionAid's work for other potential future funders.

The two projects are

1. Pubic Sector Wage Bills (PSWB): *Advancing economic justice through expanded fiscal and policy space to support investment in frontline workers in gender responsive public service* managed by the Economic Justice Lead. This project runs from January 2022 until December 2023 and supports work in 23 countries. This builds on ActionAid's work around challenging austerity – including the report 'The Public Versus Austerity' (2021) and 'Who Cares for the Future' and The Care Contradiction (2022).
2. Tax and Education Alliance (TaxEd): funded by Education Out Loud until December 2023 (for work in Zambia, Senegal and Nepal and regional / global partnerships with key education and tax networks) and by OSF also to December 2023 (for wide global advocacy and networking) – with

	<p>related work in Uganda and Ghana supported by major donors (Hills / Cookes).</p>
<b>Areas of Responsibilities</b>	<b>Key Activities</b>
<p><b>Support project management</b></p>	<ul style="list-style-type: none"> <li>• Establish and maintain a hub for effective documenting of the projects including planning, monitoring, evaluation, learning, reporting and managing communications across project countries.</li> <li>• Support check in conversations with all country offices that have been provided small grants for national research and advocacy.</li> <li>• Support countries to document the work and impact on economic justice for a variety of audiences (general public, funders / donors, policy / research).</li> <li>• Support regular planning and progress review meetings with the project managers.</li> <li>• Seek necessary approvals for project implementation shifts, unplanned expenditure, travel and other related project definitions.</li> </ul>
<p><b>Monitoring and evaluation</b></p>	<ul style="list-style-type: none"> <li>• Provide technical leadership on monitoring, evaluation, learning and reporting in line with ActionAid's approach.</li> <li>• Coordinate operational monitoring of project activities including organising and convening two progress meetings with all 23 project countries.</li> <li>• The MEL Project Officer supports the Project Management for the projects by being a central point of contact for 23 countries on MEL</li> <li>• Finalise the monitoring, evaluation and learning (MEL) framework for the projects to ensure they have strong MEL and can measure progress against the projects' Theory of Change and targets in line with the project proposals and in line with ActionAid's MEL processes.</li> <li>• Liaise with national project managers and other internal stakeholders to actively seek their input on collecting data for outcome indicators for the monitoring, evaluation and learning review.</li> <li>• Gather, consolidate and submit required project data to the project managers.</li> <li>• Organise a number of effective learning sessions for project countries capturing best practice and learning from their programming experiences and use these to make learning-based decisions.</li> <li>• Be the focal point for data quality control and assurance by reviewing partner reports.</li> <li>• Responsible for tracking what changes and how change happens, generating evidence to demonstrate structural shifts in power in the project areas. Support the use of this evidence to improve the programme/project strategies, showcase impact internally and externally.</li> <li>• Draw strategic input from key project stakeholders, including technical and MEL advisors, as well as from external experts to continually improve processes.</li> <li>• Ensure all monitoring, evaluation and research activities are conducted in line with agreed ethical principles, using ActionAid guidance to consistently promote women's rights and downwards accountability to beneficiaries.</li> <li>• Support the Project Managers to conduct, commission and manage research and evaluation process for the end of project evaluation.</li> <li>•</li> </ul>

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<p><b>Communications</b></p>	<ul style="list-style-type: none"> <li>• Produce internal and external communication materials, including project newsletter, website articles and social media posts.</li> <li>• Emphasise the importance of critical stories of change in critically analysing impact of interventions and in sharing learning with wider audiences.</li> <li>• Help to set up a website for the TaxEd Alliance.</li> </ul>
<p><b>Manage the PSWB project reporting and support Tax and Education reporting and follow-up proposal development</b></p>	<ul style="list-style-type: none"> <li>• Manage the end of project reporting process for the PSWB project, providing analysis of data submitted and constructive feedback to countries.</li> <li>• Review PSWB reports submitted to draw out key lessons, impact across all 23 countries and share these within the federation.</li> <li>• Facilitate high quality narrative and financial report submissions for all projects.</li> <li>• Support the development of a no-cost extension to the present TaxEd Alliance project and a follow-on funding proposal for 2024-2026.</li> </ul>
<p><b>Administrative and Logistical Support</b></p>	<ul style="list-style-type: none"> <li>• Provide administrative support including organising, circulating agendas, and minute taking.</li> <li>• Ensure that action points are circulated and followed up.</li> <li>• Maintain and manage documentation storage and use.</li> <li>• Where needed organise logistics (flights, visas, accommodation) for project related workshops, meetings and consultants as required; and</li> <li>• Support the project accountant where needed with reporting finances. Help with the development of new fundraising proposals for these areas of work.</li> <li>• On an ad hoc basis carry out any other duties that are within the scope of the project, and with the ActionAid mandate.</li> </ul>

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<p><b>Education, Language &amp; Qualifications</b></p>	<p>Either an University degree in the fields of Political Economy, Social Science, Pubic Policy, Development Studies, Human Rights, Governance or other relevant humanities or more than 3 years experience in project management or MEL. Excellent command of English and excellent writing skills.</p>
<p><b>Essential Knowledge, skills and Experience</b></p>	<ul style="list-style-type: none"> <li>• Substantial experience in designing monitoring, evaluation and learning systems, Theory of Change, MEL tools and processes in an international development or social justice context.</li> <li>• Experience of providing leadership, support and guidance on monitoring, evaluation and learning across development programmes/projects.</li> <li>• Demonstratable experience and knowledge in the collection, consolidation and analysis of highly diverse data, including the use of both qualitative and quantitative methods.</li> <li>• Project management experience within a regional or international agency, applying rights-based approaches.</li> <li>• Demonstrable experience working in a multicultural context / environment</li> <li>• Excellent project monitoring and writing skills.</li> <li>• Dynamic, participatory communication style Strong team player, able to work closely with others (often from a distance) to meet tight deadlines and multiple priorities.</li> <li>• Applied knowledge of project cycle management, including problem analysis, project design, financial planning and management, and monitoring and evaluation.</li> <li>• Ability to clearly communicate project information to diverse audiences through the production of well-written reports for donors, internal reports for project/peer learning, and external publicity materials.</li> <li>• Adept skills in managing complex projects with a wide geographical scope requiring virtual collaboration.</li> <li>• Interested in learning within a political, changing and diverse working environment.</li> <li>• A strong commitment to develop, promote and practice AAI's vision, mission, values, and strategy.</li> </ul>
<p><b>Desirable Knowledge, skills and Experience</b></p>	<ul style="list-style-type: none"> <li>• One or more other international language (preferably French, Spanish, Portuguese or Arabic).</li> <li>• Good understanding of feminism, rights-based approaches to financing and public services and ways of linking programme practice to policy and campaigning work.</li> <li>• Successful track record of fundraising, including for policy influencing work as well as operational work.</li> </ul>