



HM Government



CSSF  
GLOBAL MEL  
Partnership

# Monitoring, Evaluation and Learning Officer



## Project Background

The UK government funds over £1 billion in programming per year through the Conflict, Stability and Security Fund (CSSF). Operating in over 70 countries, CSSF is central to the UK government's work overseas. CSSF has contracted Integrity Research and Consultancy, and our partner LTS-Niras, to support the development of a stronger, more agile and more sustainable 'ecosystem' for monitoring, evaluation, learning (MEL) and their application in decision-making. To achieve this we shall, among other things:

- Support CSSF in putting in place effective MEL frameworks, processes and tools, including evidence synthesis, at Fund and portfolio levels; and sharing promising practice at programme level.
- Support CSSF in developing and implementing a capability-building strategy for MEL;
- Strengthen CSSF organisational learning processes and incentives and support CSSF systems for the commissioning and use of applied research; and
- Enhance CSSF use of digital tools in MEL knowledge management.

This exciting programme is finishing the inception phase and implementation plans are being developed, including scaling up the growing project team to meet the anticipated requirements of project implementation.

Our theory of change envisages a stronger MEL ecosystem as one which enables CSSF to more effectively and consistently: demonstrate credible contributions to HMG priorities; use credible evidence for decision making; communicate insights transparently; and learn from its own practice.

GMEL applies an innovative approach whereby we work with the JFU and the network to co-create a responsive and utilisation-focused MEL architecture. We do this by co-designing ideas for implementation using an agile approach through stages of prototyping, testing, learning and adaptation.

## Scope of Work

We are seeking a **MEL Officer** to provide support to the core team, particularly the MEL Practice Area Head and MEL Advisers, on specific MEL initiatives. This unique position will include supporting a shift towards more adaptive MEL approaches and methods applicable across a range of GMEL interventions and providing support to prototyping, testing implementing and refining specific GMEL interventions. Support can take many forms, including developing MEL frameworks and tools, enabling others to use existing or new tools, as well as undertaking data synthesis and thematic evaluations. Specific responsibilities include:

- Support for engagement with CSSF stakeholders to understand MEL requirements.
- Provide technical inputs to interventions (e.g. collaborative design and development of actor based Theories of Change, MEL frameworks, MEL plans, results frameworks, learning questions, etc.)
- Support the development of or sharing and contextualising of existing adaptive MEL tools, including for information collection and analysis (such as outcome mapping and harvesting, learning logs, most significant change analysis)
- Support for the delivery of thematic and other evaluations and reviews.
- Support for the development and application of MEL capability initiatives, including training, coaching, and peer-to-peer learning.
- Supporting the MEL and Learning Practice Heads in lessons learning, capture and dissemination, and MEL synthesis at portfolio and fund levels.

## Your Experience and Expertise

We are looking for a wide range of MEL experience, and while appreciative of the need to have traditional MEL expertise, **the MEL Officer should have experience delivering adaptive and other innovative approaches** to strengthening MEL systems – especially in highly fluid and complex contexts. In particular:

- Minimum 5 years relevant experience.
- Experience of developing and adapting MEL frameworks and tools for complex programmatic environments
- Experience of utilising and adapting quantitative, qualitative and/or mixed research and analysis methods (depending on specific role).
- Experience supporting evaluations.
- Experience of working collaboratively within a team and to support others relating to specific MEL technical inputs
- Experience of working in fast-paced environments with the ability to adapt to new information, constantly reprioritise and work closely with senior government stakeholders
- Experience of working on donor government programmes in two or more of the following thematic areas: conflict prevention and peacebuilding, security sector reform, governance and public sector reform, stabilisation, migration, serious and organised crime, gender equality.
- Experience operating in Fragile and Conflict Affected States and familiarity with the CSSF network desirable.
- Experience in agile work methodologies and influencing the work of both colleagues and external stakeholders
- Experience in providing the right tools to provide a modern and forward looking working environment

### Languages:

- Written and oral fluency in English, with the ability to write clear and compelling narrative.

## Competencies

Competency	Definition
<b>Curious</b>	The impulse to seek new information and experiences and explore novel possibilities <ul style="list-style-type: none"> <li>▪ Demonstrates genuine inquisitiveness</li> <li>▪ Has a bias toward asking and learning</li> <li>▪ Demonstrates an interest in others and what they might have to share</li> </ul>
<b>Adaptable and flexible</b>	The ability to adjust or change to best meet the needs of the situation or environment. <ul style="list-style-type: none"> <li>▪ Engages in continuous learning, adjusting the application of knowledge, skills and abilities while addressing new challenges</li> </ul>
<b>Creative</b>	The impulse to understand problems and discover new opportunities and solutions for problems by looking beyond current practices and using innovative thinking. <ul style="list-style-type: none"> <li>▪ Knows when a new approach is required</li> <li>▪ Introduces new ways of working</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Draws on the expertise of a team with a diverse range of experience and skillset</li> </ul>
<b>Collaborative</b>	<p>The ability to work co-operatively with a range of stakeholders, to be part of a team, to work together as opposed to working separately or competitively.</p> <ul style="list-style-type: none"> <li>▪ Acts to promote a friendly climate, good morale and co-operation</li> <li>▪ Works to address and resolve conflicts within the team</li> <li>▪ Creates and supports opportunities for cross functional team working</li> <li>▪ Relationship building</li> </ul>
<b>Organised</b>	<p>The ability to plan and monitor one's own work and the work of others to ensure achievement of desired results.</p> <ul style="list-style-type: none"> <li>▪ Coordinates ideas and resources to achieve goals.</li> <li>▪ Identifies the sequence of tasks and the resources needed to achieve a goal, and prioritises key action steps. Anticipates the impacts and risks of decisions and actions</li> <li>▪ Creates realistic schedules and follows them. Evaluates progress against schedule and goal. Evaluates proposed actions and timelines against the project's theory of change</li> </ul>

## Our offer/Further details

Ideally the candidate will have easy access to London. The successful candidate will be contracted by LTS-Niras in a 2 year fixed term, full time appointment. The salary will be commensurate with experience and within the **£35-45K per annum** bracket.

## Application Process

Interested candidates should send a tailored CV (which clearly sets out how your experience and competencies match this role) and a completed exercise to [Lizzy-Whitehead@ltsi.co.uk](mailto:Lizzy-Whitehead@ltsi.co.uk) by 1 June. Shortlisting will take place 2-3 June with video interviews expected to take place shortly afterwards.

**Exercise to share along with your tailored CV:** In no more than 200 words, please outline your experience in delivering adaptive and other innovative approaches to strengthening a MEL system.

