

AFRICAN FOUNDATION FOR DEVELOPMENT (AFFORD)

Monitoring & Evaluation Manager Job Description & Person Specification

Job ref:	ME
Job title:	PMEL (Planning, Monitoring, Evaluation and Learning) Manager
Salary:	£ 35,976.17 Pro rata
Appointment Type:	Staff prorate 4 day week
Tenure:	12 months (open to extension)
Location:	London (hybrid working)
Responsible to:	Deputy Executive Director

THE AFRICAN FOUNDATION FOR DEVELOPMENT (AFFORD)

AFFORD believes in the power of Africa's diaspora to drive the continent's long-term economic growth and prosperity. AFFORD was set up in the UK in 1994, with a mission "to expand and enhance" those contributions. In 2019, AFFORD established an office in Brussels, with two others soon to be established in Nigeria and Ghana. It is widely recognised as a pioneer and innovator in 'diaspora and development' programmes, particularly in the areas of research, finance and job creation. Our current €3 million Swiss-funded ABC West Africa Programme aims to harness diaspora investment to create jobs in Benin, Ghana, Nigeria and Senegal.

JOB SUMMARY

The core responsibilities of the Planning, Monitoring, Evaluation and Learning Manager, among others, is to ensure that effective monitoring and evaluation processes are embedded in and support the management of AFFORD's projects and measure and document their impact. The PMEL Manager will work with our African partners and senior management to document, learn from and maximise the impact of our projects in Africa.

The ideal candidate will be self-motivated, diligent and will be passionate about measuring and documenting the impact of a unique and medium-sized NGO on job and policy creation in Africa. You will have experience in planning, monitoring and evaluating international development projects and producing high-quality progress and evaluation reports. This is a role that requires you to have an excellent command of communication skills both written and oral.

CORE DUTIES & RESPONSIBILITIES

- Working alongside AFFORD's Senior Management to monitor the progress against AFFORD's targets, ensuring that data on Key Performance Indicators are regularly gathered, analysed and communicated
- Leading on the internal data gathering as well as providing ongoing support to AFFORD country offices and African partners to ensure that the data collected is of high quality

- Regularly communicating the progress to the Senior Management to advise and recommend tools and strategies to improve programme performance and impact
- Overseeing internal and partner reporting processes that take the form of monthly reports upwards to bi-annual reports, and producing programme-based quarterly reports to support the Director's report to the Board
- Leading and overseeing internal and external evaluations
- Ensuring that the capacity of partners and AFFORD staff/ country offices is built so that they can fulfil their M&E and reporting duties and the internal Planning, Monitoring, Evaluation and Learning system can run smoothly
- Actively and frequently communicating with all country offices and project partners, to obtain accurate information on the progress and delivery of project results
- Ensuring that donor, partner, and Senior Management's information needs and queries are addressed in an accurate and timely manner
- Working with the Communications Department, gathering data that promote AFFORD's successes and contribute to raising AFFORD's profile and visibility
- Supporting project managers to develop quality control standards in line with AFFORD's high standards of delivery and overseeing this area of work as part of Planning, Monitoring, Evaluation and Learning duties.

Key Deliverables:

The PMEL Manager will be expected to deliver the following outputs:

- Ongoing management of the Planning, Monitoring, Evaluation and Learning (PMEL) system)
- Developing high-quality project plans (strategic, operational, M&E) and other project reference documents
- Producing high-quality project reports and programme-based quarterly reports to support the Director's report to the Board
- Providing the communications team with content and context for newsletters, website updates, social media, publications, etc.
- Ongoing support to the staff to ensure that project performance and impact monitoring are undertaken as a routine and ongoing activity, using AFFORD's PMEL handbook and M&E plans
- Facilitating the creation of an active learning and sharing network that supplements partner face-to-face induction and project steering committee meetings between AFFORD and partners, increasing synergies
- Delivery and/or oversight of project evaluations

PERSON SPECIFICATION

Criteria	Essential/Desirable	Evidence
		A=Application I = Interview
<u>Educational Qualifications</u>		
Relevant qualification, such as international development, business or economics degree or similar or equivalent experience	Essential	A
<u>Experience</u>		
Experience in similar planning, monitoring evaluation and learning roles within the international development sector	Essential	A, I
Designing, planning, and managing project evaluations	Essential	A, I
Experience in designing results frameworks and theories of change	Essential	A, I
Experience in working closely with project/programme teams	Essential	A, I
<u>Skills, Knowledge and Capabilities</u>		
Excellent command of English (spoken and written); knowledge of French would be beneficial	Essential	A, I
Proven ability to work in an advisory and a hands-on capacity with project implementers	Essential	A, I
Strong computer literacy	Essential	A, I
Discretion and a proven ability to handle confidential and sensitive information.	Essential	A, I
A passion for working in international development and M&E	Essential	A, I
Excellent data analysis and report writing skills	Essential	A, I

Excellent communication skills, both oral and written	Essential	A, I
Strict commitment and understanding of the principles and needs of confidentiality.	Essential	A, I

Values

Commitment to equal opportunities and working in a diverse environment.	Essential	I
Demonstrable loyalty, honesty and integrity.	Essential	I

Status

Applicant must have the legal right to work in the U.K.	Essential	A, I
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AFFORD, London – Please submit your CV and supporting statement to eva@afford-uk.org

The deadline for receipt of all applications is 28th November 2022

Interviews will take place in the week of 5th December