

---

# MONITORING AND EVALUATION MANAGER



## POSITION DESCRIPTION

NOVEMBER 2021

---

<b>Employer:</b>	Adara Development (Australia)
<b>Location:</b>	Sydney, Australia
<b>Employment status:</b>	Full time
<b>Award:</b>	Social, Community, Home Care and Disability Services Award
<b>Reports to:</b>	Senior Programmes Manager
<b>Direct reports:</b>	Uganda and Nepal Research, Monitoring and Evaluation Officers (RMEOs); interns and volunteers

## OVERALL JOB GOAL

As a key member of the programmes team, the Monitoring and Evaluation (M&E) Manager will be responsible for leading and implementing Adara's monitoring, evaluation, and learning stream of work.

Working to support Adara's Senior Programme's Manager, the M&E Manager will develop and provide oversight of all M&E activities and data analysis, establish an efficient programme monitoring system, and oversee any research and evaluation activities.

## KEY RESPONSIBILITIES

- Manage and provide technical facilitation to the Research, Monitoring and Evaluation Officers (RMEOs) in Nepal and Uganda and other interns, field staff and volunteers as needed.
- Manage and develop strong, relevant, and responsive M&E and quality improvement plans and systems with input of programme staff, partners, and other stakeholders.
- Build capacity in M&E through staff training and training of partners and ensure the quality and sustainability of the systems put in place.
- Together with the innovation, learning & evaluation team, foster a culture of continuous improvement, learning and feedback ensuring that learnings are integrated into programmes and good practice is identified and shared internally and globally.
- Ensure the accuracy, relevance, and timeliness of data for both internal and external reports to donors, partners, beneficiaries, programme staff and other stakeholders.
- Ensure essential data are routinely collected from project sites, and quality verified.
- Set, monitor, and manage expenditure on the M&E budget.
- Provide inputs to proposals and grant applications, including the development of appropriate indicators and costing for M&E activities.
- Lead the design, execution, and analysis of research studies, including developing data collection tools.
- Draft academic papers for submission to peer-reviewed journals to share outcomes of research and evaluation studies.
- Visit our field sites to implement M&E and research activities.
- Develop relationships and partnerships with universities and be the liaison point for research-related projects.
- Coordinate with and provide support to the Global Health and Knowledge Sharing projects for monitoring, evaluation, and research administration, as needed.
- Complete biannual reports to the Adara Board of Directors.
- Keep up-to-date with monitoring and evaluation literature and approaches.

## QUALIFICATIONS AND EXPERIENCE

---

- 
- Significant monitoring and evaluation experience (4 years+) in development or humanitarian contexts.
  - Significant experience developing quantitative and qualitative data collection tools and analysing both quantitative and qualitative data.
  - Tertiary qualifications, preferably in statistics, social sciences, public health, economics, international development, or related fields.

## KEY COMPETENCIES

- Proven track record and experience in developing M&E plan, systems, and databases.
- Experience using of statistical and data collection software such as MS Excel/ SPSS/ EpiInfo/RedCap/Tableau/NVIVO.
- Strong knowledge and proven experience on M&E frameworks such as Theory of Change and logical framework.
- Experience and skills in managing and training a team, including the ability to delegate to and empower team members.
- Ability to train partners and staff on developing and maintaining the M&E system.
- Excellent communication skills, including the ability to take complex ideas and make them easily understandable for a lay audience.
- Prior publication record that demonstrates a command of relevant development literature is a benefit.
- Demonstrated familiarity with Ethics/IRB/Human Subjects Review procedures.
- Interest, passion and commitment to social justice and international development.
- Ability to organise and set clear expectations for tasks and deliverables, work effectively under pressure, and manage a heavy, diverse workload.
- Have an ability to produce outstanding work to a deadline.
- Strong analytical and critical thinking skills.
- Excellent written and oral communications skills in English.
- Strong interpersonal skills and ability to work in a diverse team and manage complex and sensitive organisational relationships.
- Capacity to travel internationally for blocks of up to six weeks at a time.

## LOCATION

Adara is completely focused on the wellbeing and safety of our teams around the world at this time of COVID-19. All our team members are able to work flexibly from home as well as from a physical office space. All our team are fully equipped to work productively and safely from their homes. As long as it is COVID-19 safe, the candidate will be expected to work from our physical office space 2-3 days a week.

**The Adara Group is an equal opportunity employer and a child-safe organization. All employees are required to undergo criminal background checks and sign our Child Protection Policy.**

---

---

# THE ADARA GROUP

## OUR CULTURE AND VALUES

WE, THE ADARA FAMILY, UPHOLD THESE VALUES AT ALL TIMES...

### COMPASSION

- Our reason to be is to provide support to vulnerable women, children and their communities living in extreme poverty
- We believe everyone has a right to health and education services no matter where they live

### TEAM WORK

- We work as a team and we support each other
- We are open, honest and kind
- Failure and mistakes are OK – this is how we learn and grow
- We make Adara a happy and productive place to work

### MUTUAL RESPECT

- We listen to other people's point of view
- We celebrate and promote diversity
- We abhor discrimination in any form

### INTEGRITY AND EXCELLENCE

- We act with deep respect, integrity and humility
- We strive to be fair to everyone on the team
- We work to a standard of excellence

### PASSION

- We work hard
- We laugh and we have fun
- We are optimistic and positive
- We don't count hours: we measure outcomes

### UNCONVENTIONALITY

- We think outside the box
  - We are not afraid to be different
-