TERMS OF REFERENCE
Monitoring, Evaluation and Learning Advisor

Organization	NEAR (Network for Empowered Aid Response) (Hosted by Adeso – African Development Solutions)
Position	Monitoring, Evaluation and Learning Advisor
Reporting To	NEAR Executive Director
Working With	NEAR Secretariat; NEAR members; partners and donors
Duty Station	Remote
Duration	12 months (with possibility of renewal)
Starting Date	As soon as possible

ABOUT NEAR

NEAR (Network for Empowered Aid Response) is a movement of local organizations with a bold ambition – to reshape the top-down humanitarian and development system to one that is locally driven and owned, and is built around equitable, dignified and accountable partnerships. NEAR is a membership based organization with members coming from four regions: Africa, Asia and the Pacific, Latin America and the Caribbean, and the Middle East.

ABOUT ADESO

NEAR is currently hosted by Adeso, an expanding and vibrant African based international development and humanitarian organization. Adeso and NEAR both aspire to prevent and overcome situations that adversely affect community well-being by: Influencing policy change and enacting systemic change through innovative solutions led by local and national actors.

POSITION PURPOSE

NEAR recently finalized its Strategic Plan for 2021-23 that set out defined Strategic Goals, Functional Goals, as well as specific objectives for each of the Strategic and Functional Goals. At the same time, as of April 1, 2021, NEAR received multi-year funding from the Bill and Melinda Gates Foundation to operationalize the Strategic Plan and to specifically support NEAR's influencing and advocacy work around the localization agenda.

We are hiring a Monitoring, Evaluation and Learning (MEL) Advisor to provide leadership and technical guidance to the NEAR team on all monitoring, evaluation and learning matters related to the Strategic Plan and the Bill and Melinda Gates funded program. Under the direction of the Executive Director and in close collaboration with the NEAR Secretariat, the MEL Advisor will be responsible for the design, implementation, and quality of all monitoring, evaluation and learning work. This includes leading on MEL activities and/or frameworks, creation of tools, data management systems, data quality, data dissemination, and reports to donors. S/he will provide strategic direction for a robust learning agenda for continuous learning, collaboration, and adaptation throughout the term of the current Strategic Plan (2021-23). S/he will measure the impact of NEAR's work on its membership and the communities that the members serve.

SPECIFIC ROLES AND RESPONSIBILITIES

- Develop and finalized a MEL framework for the Bill and Melinda Gates funded-project, in collaboration with the donor and the NEAR Secretariat. This may include the integration of the project's results tracker into the MEL plan; the development and monitoring of indicators; the design of data collection tools; routine collection and management of data; data quality assessments; development of outcome and impact evaluations; synthesis and analyses of data and presentation of project lessons and results; and reporting both internally and externally as required.
- Oversee the implementation of the MEL framework. Provide training and technical support to the NEAR Secretariat on MEL activities. Ensure clear roles and responsibilities and lines of communication are maintained amongst team members.
- Develop the MEL Strategy for NEAR's Operational Plan (a component of NEAR's Strategic Plan 2021-23) and relevant guidelines for tracking achievements and outcomes.
- Work directly with NEAR members to collect data relevant to MEL frameworks, strategies, and activities.
- Contribute to program enhancement through sharing findings from continuous assessments. Support planning and strategic decision making.
- Alongside NEAR's South to South Platform team, develop MEL strategies for the platform's communities of practice, learning modules, and reference center.
- Support the NEAR Secretariat and our members in planning and managing both internal and external research initiatives.
- Ensure the quality and timely preparation and submission of workplans, data sets, progress reports, donor reports and papers summarizing project results and evidence, and other deliverables, as required. This includes ensuring effective data analysis/interpretation and data use to inform management decision-making and to support quality improvement efforts.
- Undertake other related functions and responsibilities which may be assigned by the Executive Director.

EXPERIENCE AND QUALIFICATIONS

- At least 7 years of relevant experience working in international development or MEL (or a Master's degree with 5 years' experience).
- At least three (3) years of progressively responsible experience in designing, managing, and implementing results-based MEL activities.
- Knowledge of donor reporting requirements.
- Demonstrated technical skills in analyzing quantitative and qualitative data.
- High proficiency in excel and/or other statistical packages.
- Strong data visualization skills; experience with PowerBI, Tableau, or other data visualization software highly preferred.
- Able to work independently, be flexible and comfortable in a multi-cultural work force.
- Fluency in both written and spoken English. Other language skills a plus.

APPLICATION PROCESS

All applications should be sent to jobs@near.ngo by **May 23, 2021** with **"MEL Advisor"** on the subject line. The selection committee will review all applications as they arrive.

Each application package should include the following:
- Cover letter with the applicant's current contact information (limited to one page)
- CV

- Two Professional References, with complete contact information

All applicants must meet the minimum requirements described above. Only short-listed candidates will be contacted. Adeso is an equal opportunity employer.