Social Development Direct

Monitoring, Evaluation and Learning (MEL) Lead, Resource and Support Hub Eastern Europe (RSH EE)

Job Description and Person Specification

Monitoring, Evaluation and Learning Lead

Eastern Europe Resource and Support Hub

Context and Role

The war in Ukraine has led to millions of displaced, traumatised, and vulnerable persons inside Ukraine and in surrounding countries. The Safeguarding Resource and Support Hub has been funded by the Disasters Emergency Committee (DEC), via Save the Children and Plan International, to support safeguarding across the humanitarian response. Safeguarding Resource and Support Hubs are being established in Poland, Moldova, and Romania (plus Ukraine if / when the situation allows). Collectively known as the Safeguarding Resource and Support Hub Eastern Europe, it provides safeguarding advice, guidance, materials, and resources for use by organisations working on the emergency response and the longer-term recovery and reconstruction. Social Development Direct is the consortium technical and delivery lead, working closely with partners including CLEAR Global, Terre des Hommes and International Council of Voluntary Agencies (ICVA).

This is an exciting opportunity to join an impactful and innovative programme that is expanding its geography into the Eastern Europe (EE) region. The MEL Lead position is based in Eastern Europe, in either Moldova, Romania, Poland or Ukraine, with occasional travel within Europe. The MEL Lead will be responsible for establishing, designing, and delivering the MEL system for RSH Eastern Europe, including oversight and leadership of the design and delivery of the programme log frame/results framework, Theory of change, monitoring systems, donor reporting and programme learning. This role will work closely with the programme management team, MEL officer and national hubs (Moldova, Romania and Poland).

Background

The Safeguarding Resource and Support Hub Eastern Europe is broadly based on the global Hub, launched in December 2019 by DFID (UK Department for International Development – now Foreign, Commonwealth and Development Office - FCDO): [Resource and Support Hub (RSH).](#) This programme provides a global service to the aid sector as a whole by marshalling quality evidence, tools and guidance on safeguarding; it also provides more tailored assistance to smaller, local civil society organisations (CSOs) in developing countries to strengthen their safeguarding policy and practice against sexual exploitation and abuse, and sexual harassment (SEAH). RSH has country-level Hubs operating in 8 countries (Ethiopia, Nigeria, South Sudan. Syria, Yemen, Jordan, Pakistan, and Bangladesh).

What RSH does

The RSH is intended to ensure that organisations delivering aid have access to the tools, guidance, support and training they need to ensure that they do no harm. It has an online global platform which is free, user-friendly and accessible to all, offered in English, Arabic, French and Swahili. Our work is focused on three main outcomes:

1. Dialogue: Networks of organisations across the aid sector engage in conversations and dialogue that are more inclusive of the voices and experiences of less resourced CSOs, strengthening shared learning on what works to prevent and respond to SEAH in different contexts. Dialogue will be stimulated and better informed by evidence and learning from the programme, as well as the first-hand experience shared by CSOs, resulting in increased knowledge and capacity to address SEAH.
2. Capacity: Less-resourced CSOs have sufficient capacity, motivation to effectively mainstream safeguarding within organisational systems, structures, processes, and programmes, contribute to a shift in organisational cultures, and hold partners to account for their behaviour on SEA. Both dialogue and evidence will help to support greater motivation for less-resourced CSOs to engage, and partners will play a key role in supporting this process, including by being more accountable themselves.
3. Evidence: Contextualised and accessible evidence and learning on what works to prevent SEAH in the aid sector contributes to a strengthened global knowledge and evidence base, which better serves the needs of less-resourced CSOs. The RSH programme interventions will ensure that dialogue is informed by the latest evidence and learning, and this outcome will also feed into improving the capacity of less-resourced CSOs including on effective approaches to tackle SEAH. The programme will also generate valuable data and insights on what works to strengthen the capacity of less-resourced CSOs to work on safeguarding.

The above will be adjusted to respond to the circumstances of the Eastern Europe regional hubs.

To apply

If you are interested in joining our dynamic team, please email your tailored CV with a cover letter by email to **jobs@sddirect.org.uk**. We will be reviewing applications and interviewing on a rolling basis, so please apply at your earliest convenience. The deadline for applying is 30th July 2022, but we will review applications on a rolling basis so apply early to not miss out. Please use this email subject line: **'RSH MEL Lead – Your Name'**.

Social Development Direct's organisational vision is a just and equal world founded on gender equality and social inclusion. Our mission is to provide excellence in social development to support policies, laws, social norms, and institutions that advance social,

economic, and political justice for all. We are committed to creating a safe, diverse, and inclusive workplace and encourage people from minority and non-dominant backgrounds to apply.

Interviews will be held on a rolling basis. Please let us know if you would require any assistance to attend the interview or complete an assessment.

Due to the high volume of applications, we are only able to respond to shortlisted candidates.

ROLE OVERVIEW

	Summary of role	
1	Reports to:	Regional Lead
2	Location:	Eastern Europe (Moldova, Romania, Poland or Ukraine)
3	Appointment term:	Part time Fixed term from July 2022 to January 2024 (18 months)
4	Remuneration package:	Negotiable based on experience

MAIN DUTIES AND RESPONSIBILITIES
The primary responsibilities of the post holder are as follows: this list includes both rapid turn-around activities as well as medium term pieces that can be delivered over a period of months.

1. Design and deliver MEL system for RSH:
   - Design and implement the programme log frame/results framework, Theory of change (ToC) and MEL plan through a consultative process with the broader team.
   - Support and work with the MEL Officer to implement the MEL system, inclusive of data collection approaches and tools, data analysis, data visualisation, results reporting, and learning.
   - Collaborating with the online hub team to co-develop and manage monitoring on online website and activity.
   - Plan for an annual review process for the RSH programme to determine progress at outcome level.

2. Manage Donor Reporting
- Leadership and oversight of the monitoring and reporting process, including design and implementation of a process to facilitate bi-annual reporting against the log frame/results framework targets to donor
- Co-ordinating cross programme meetings to support the collation of data and evidence.

3. Programme learning
- Plan, design and deliver learning workshops/sessions for the programme at country, regional and global levels, in partnership and collaboration with MEL officer & National hub managers.
- Design and be responsible for the delivery of the RSH learning strategy.

4. Management and other
- Lead the MEL team and provide support to MEL officer on RSH EE.
- Identify consultants to assist in the delivery of MEL activities as part of the Short-Term Technical Assistance (STTA) pool – collect CVs and interview, as necessary.
- Develop terms of reference/ scopes of work for STTA short assignments and oversee the delivery of these and the submission of invoices.
- Work plan and budget for activities.
- Adhere to SDD or donor compliance requirements and relevant policies (e.g., safeguarding, code of conduct, conflict of interest), as shared by RSH EE Programme Manager or Regional Lead.
- Conduct regular monitoring to assess the awareness, functionality and safety of reporting mechanisms and referral pathways.
- Be familiar with and adhere to RSH safety and security procedures and safeguarding protocols/ Code of Conduct as necessary throughout the life of the programme.

Person Specification

Essential:	- Have minimum 8 years of experience working in monitoring, evaluation and learning. Particularly in designing, implementing and managing MEL systems, working with multilateral, bilateral or non-governmental development organisations. - Experience working in the international development or humanitarian sector. - Expertise in both quantitative and qualitative data collection,

	analysis and visualization.
	• Planning and managing processes, and being able to stick to tight deadlines in a fast-paced environment
	• Fluency in written and spoken English, and fluency in Polish, Romanian, Ukrainian or Russian.
	• Have proven management experience with the ability to work autonomously to a high level of delivery.
	• Understand the importance of gender equality and social inclusion, and be able to demonstrate commitment to feminist values, including disability inclusion and working with minority groups.
	• Be able to work under pressure and pick-up new tasks and processes quickly, as well as experience and confidence in problem solving and risk mitigation.
	• Excellent communication, networking, and facilitation skills.
	• Be able to collaborate respectfully with colleagues and stakeholders from a variety of experience levels, backgrounds, and cultures.
	• Excellent written, verbal and presentational skills to communicate complex ideas to a range of audiences.
	• Be committed to the highest standards of conduct with regards to safeguarding, and to the RSH core values (see annex).
	• Be willing to travel to different countries in Eastern Europe to support Hub colleagues.
Desirable	• Experience of MEL practice in humanitarian settings
	• Familiarity with Protection from Sexual Exploitation and Abuse network
	• Familiarity with the aid and particularly the humanitarian sector and architecture.
	• Be conversant with digital technology and access.

Annex 1: RSH Core Values

The following values were adopted by the RSH team and have been operationalised in various ways to inform our work and products. We regularly re-visit the values to assess if we are meeting the standards we have agreed, and to keep refining and improving them as our team expands.

1. We strive to Do No Harm

2. We recognise intersectionality and are gender-sensitive

3. We are committed to education, reflection, and action to address racism and to decolonise our development approaches

4. We value indigenous and local expertise

5. We value contributions from a diverse range of actors

6. We respect non-dominant narratives

7. We respect survivor voices

8. We believe in being responsible and accountable

9. We value mutual listening and learning

10. We value innovation and change