

Monitoring and Evaluation Specialist

About EAA

Education Above All (EAA) aim is to contribute to human, social, and economic development through quality education and other welfare programmes and initiatives. With a particular focus on areas affected by poverty, conflict and disaster, we will champion the needs of children and women and empower them to be active members of their communities. By meeting the demand for education, we will equip them to support sustainable development and to nurture environments of peace, security, justice and prosperity.

Working for Education Above All is more than just a job. It's the feeling of knowing that your work is contributing to making the world a better place for children and working with others who feel the same. If you share our mission, are passionate about making it happen and strongly believe you can contribute - then join us and you'll be in for a challenging and rewarding experience.

About the Position

We are looking for an ambitious and target driven M&E expert to join our team. The job incumbent will be mainly responsible for coordinating the further establishment of evaluation as a key function within EAA's M&E Unit and develop evaluation guidelines, norms, standards and framework to guide the planning, design, implementation and reporting of evaluations. This includes developing tools, identifying promising practices, analysis of metadata, supporting research, report writing feeding into Learning and Knowledge Management components of the EAA-wide M&E function. The role includes providing technical guidance and support to EAA Programs evaluation activities (e.g. formative evaluations, mid-term evaluations, summative evaluations, process evaluations, outcome evaluations, impact evaluations, case studies, baseline studies e.tc). The post holder draws lessons from evaluation studies and their implications for improving programme design and quality, towards optimizing the effectiveness of EAA partner projects in delivering development objectives.

Duties and Activities include but are not limited to;

- Develop a comprehensive EAA-wide evaluation framework taking into account any existing approaches in the EAA programmes.
- Work with EAA programs' M&E and Program Teams to develop comprehensive strategic evaluation plans that identify and prioritize evaluation activities to be completed annually.
- Work with EAA programs' M&E and Program Teams to develop and implement individual evaluation plans for prioritized projects and focus areas
- Working with the EAA Monitoring Specialist, develop and implement mechanisms for EAA programs and EAA level utilization of monitoring data in EAA evaluation.
- Lead all EAA level assessment and evaluation tasks including but not limited to the development of TOR for external surveys as well as the recruitment and management of evaluation consultants.
- Working with EAA programs' M&E and Program Teams, contribute to the development of conceptual and methodological guidelines e.g. for program/project design, performance measurement, and evaluation.

- Work with EAA M&E Department to provide technical inputs to EAA strategic planning process, and EAA Programs guidance for assessing the quality of design of partner projects to ensure measurability of performance and evaluability.
- Work with EAA M&E and Program Teams to analyse and compare progress reports for identifying promising practices for further studies (e.g., project evaluation, case study, research, etc.).
- Develop a plan to operationalize the EAA evaluation framework, including, guidelines, processes and tools as necessary.
- Develop and promote to the organization leadership and Ex. Directors of Programs, the appropriate analytical tools for measuring the progress and impact of EAA funded projects.
- Under the guidance of the EAA M&E Director, contribute to the analysis, reporting, dissemination and presentation of EAA evaluation findings and recommendations to the management, including to the Executive Committee and the Board of Trustees as delegated.
- Identify best practices and potential models in EAA programs that could be scaled-up.
- Based on robust evidence and meta-analysis of evaluation data, identify strengths and weaknesses of strategic approaches employed by EAA partner projects and make recommendations for achieving EAA mandate.
- Review reports of partner evaluations to collect strategic and summary evidence to inform EAA learning agenda and programming decisions.
- Identify, develop, plan for and implement potential cases for research/case studies.
- Support conduct of site visits by EAA Program staff for validation, monitoring and case study purposes.
- Working with EAA M&E and Program Teams, develop/refine SMART metrics for quality, innovation, scalability, learning, and sustainability
- Working with the Monitoring Specialist, collate periodic reporting data and perform analysis to inform overall program performance towards achieving overall objectives.
- Provide oversight to the adaptation and operationalization of EAA evaluation framework by EAA programs.
- Contribute to ensuring all evaluations comply with EAA evaluation framework, as well as general guidance, standards and procedures.
- Take lead in ensuring high levels of quality is maintained designing, planning and executing and reporting for all evaluations
- Work with EAA M&E and Program Teams to ensure lessons learnt and evaluation findings and recommendations are utilised to inform best practices and improve quality of projects/programming
- Support external contractors contributing to EAA M&E activities as appropriate and necessary
- Submit all contractual and programmatic deliverables on time.

In order to be successful in this role you will bring;

Education

- Master's degree or international equivalent in Education or related field;
- PhD will be preferred.

Work Experience

- 12+ years working experience with international donors, government ministries, civil society organizations, and education policy makers preferably in education or related development sector.

Language Proficiency

- Articulate oral and written communication skills in English
- Arabic would be an advantage

General:

- Expert in quantitative, qualitative, and/or mixed methods research and evaluation methods, statistical design and analysis, particularly as applied to program evaluation.
- Knowledge of international donors, government ministries, civil society organizations, and education policy makers in the field of education
- Articulate oral and written communication skills in English
- Knowledge of Monitoring & Evaluation Tools, Techniques and Approaches
- Demonstrated ability to conduct qualitative and quantitative data analysis
- Management & communication skills
- Well organized, able to manage multiple tasks;
- Capable of working independently with minimal supervision but skillful in collaborating and coordinating with other project staff and partners

Application Procedure

If you are interested and this is something you would like to consider, please send an updated copy of your CV along with a cover letter to career@eaa.org.qa

Please ensure your application email has the subject heading of [M&E Specialist] – [insert your name].

Due to the large volume of applications, we usually receive; only shortlisted candidates will be contacted and advanced to the next stage of the selection process. EAA might review applications before advert deadline therefore; interested candidates are encouraged to apply early.