

SOLIDARITY CENTER

Job Description for an 18-month Management Level Contract Position

Title: Senior Advisor for Monitoring, Evaluation and Learning
Location: Washington, D.C.
Duration: 18-month contract with benefits
Reports to: Director of Program Quality, Learning and Compliance

The Solidarity Center is the largest U.S.-based international worker rights organization helping workers attain safe and healthy workplaces, family-supporting wages, dignity on the job and greater equity at work and in their community. Its programs are based on the fundamental principle that working people can, by exercising their right to freedom of association and forming trade unions and democratic worker rights organizations, collectively improve their jobs and workplaces, call on their governments to uphold laws and protect human rights, and be a force for democracy, social justice and inclusive economic development. Founded in 1997 and allied with the U.S. labor movement, its programs in more than 60 countries focus on human and worker rights awareness, union skills, occupational safety and health, economic literacy, human trafficking, women's empowerment and bolstering workers in an increasingly informal economy.

Purpose:

The Solidarity Center has prioritized enhancing monitoring, evaluation and learning (MEL) as a strategic objective and seeks a Senior Advisor for Monitoring, Evaluation and Learning to lead the organization's efforts in developing a MEL strategy, promoting a MEL culture within the organization, building staff capacity in Washington, D.C. and the field, strengthening monitoring systems and fostering organizational learning. International travel may be expected for this position. This is a contract position for an 18-month period that includes benefits (e.g., health insurance and paid leave) based on eligibility requirements. Depending on organizational priorities and availability of funding, there is a potential for extension or permanent hire.

Areas of Work:

MEL Strategy and Framework (by month 6)

- Assess organizational capacity and needs in MEL, and, in consultation with Regional and Country Program Directors, and M&E Specialist, develop five-year MEL strategy and framework that includes a learning agenda with a focus on updated strategic directions
- Review and update, as necessary, theories of change and indicators, and make recommendations to capture measurable progress and the changes the programs seek to influence
- Identify areas of knowledge management that would complement MEL strategy and make recommendations on approaches
- Provide updates at managers' meeting as requested

MEL Approach/Plan for Global Labor Program (GLP) (by month 6)

- In conjunction with M&E Specialist, assess M&E requirements of USAID-funded, five-year \$50M GLP as well as the measures taken to date, and develop plan to meet obligations

- In collaboration with M&E Specialist, design and conduct training for field offices to ensure data collection, documentation and reporting are in accordance with both the award and the SC's information needs to demonstrate progress and impact
- In conjunction with M&E Specialist, provide assistance to field offices in the selection of local M&E experts, as needed
- In collaboration with M&E Specialist, build community of practice among GLP M&E field experts
- In coordination with M&E Specialist, ensure the engagement of other specialists (e.g., migration, gender and inclusion, and rule of law) in the design of and reporting on GLP projects

Monitoring System and Data Management/Analysis (by month 12)

- Assess the existing monitoring database, make recommendations on revisions, as necessary, and provide guidance and direction to staff managing database to ensure the systematic collection and reporting of quality data across programs
- Conceptualize new ways of analyzing, using and reporting on data
- Design quantitative and qualitative methods and tools to collect data, and train staff on their use
- Establish protocols for data quality assessments
- Promote the sharing of data and results across the organization to foster learning
- Promote the integration of monitoring and evaluation throughout the project life cycle as well as into program learning
- Make recommendations to ensure sustainability of monitoring system and data management and analysis

Staff Development and Mentoring (ongoing)

- Guide workload, mentor and foster the professional development of the M&E Specialist, and guide workload and provide direction on organizational data needs to Information Systems Program Officer
- In collaboration with M&E Specialist, conceptualize, design and pilot M&E training for HQ and field staff that can be replicated by M&E Specialist independently
- Lead efforts to establish and grow an M&E community of practice within the organization
- Make recommendations to ensure organizational capacity is sustained beyond contract term

Program Development and Donor Engagement (ongoing)

- In collaboration with M&E Specialist, design and develop M&E strategies and plans at proposal development stage, including overall M&E approach that is responsive to program rationale as described in results framework, performance monitoring plans and other tools to ensure a robust M&E function for project
- In conjunction with M&E Specialist, provide MEL guidance throughout life of project
- Serve as team lead on MEL with partner organizations and donors, particularly USAID, DOS and the National Endowment for Democracy, and participate in and contribute to working groups and community discussions on MEL
- Make recommendations to ensure program development process efficiently and effectively incorporates MEL going forward

Research and Evaluation (as opportunities arise)

- Contribute to the identification and conceptualization of areas for research and evaluation that

further the MEL strategy and learning agenda, and collaborate with colleagues on the design and implementation

- Serve as lead on the design/conduct of internal evaluations and oversee evaluations conducted by external researchers, partners or consultants

Requirements:

- Master's degree in social science, social justice, human rights, international relations or related field
- Minimum of 15 years of experience, including in developing and implementing organizational MEL strategies, establishing MEL systems, designing quantitative and qualitative tools to collect data and delivering training
- Minimum of 5 years of experience mentoring and managing staff
- Fluency in English (verbal and written)
- Previous experience working in a non-profit organization that focuses on labor, social justice, human rights or civil society strengthening preferred
- Previous experience building a MEL community of practice preferred
- At least 2 years of living and working overseas preferred
- Proficiency in a second language preferred

Desired Knowledge and Skills:

- Significant experience in designing M&E systems for labor/social justice/human rights/civil society programs funded by USAID, DOS, DOL as well as foundations and European donors
- Experience in designing and delivering in-person and on-line workshops on M&E topics
- Experience in designing and developing M&E strategies and plans at proposal development stage
- Expertise in monitoring and evaluating labor/social justice/human rights/civil society programs
- Strong skills in quantitative and qualitative data analysis
- Experience in designing and implementing research projects
- Excellent interpersonal skills and ability to interact with host country-based, HQ and donor staff
- Strong skills in mentoring staff with programmatic and managerial responsibilities
- Excellent writing skills in English for documentation of program progress and lessons learned
- Excellent analytical, oral communication, teamwork and people skills
- Strong critical thinking and problem-solving skills
- Demonstrated flexibility and openness in responding to changing work priorities
- Ability to work independently and in a team environment
- Demonstrated ability to foster a MEL culture within an organization
- Good sense of humor a plus

This job description is not an exhaustive list of responsibilities associated with the position.

Application Instructions:

Submit cover letter and resume to: <https://solidaritycenter.bamboohr.com/jobs/view.php?id=19>

No phone calls please.

The Solidarity Center is an equal employment opportunity employer that does not discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, disability, veteran status or any other status protected under applicable law.