

## CONSULTANCY DESCRIPTION

### **SENIOR ADVISOR | MONITORING, EVALUATION, RESEARCH, AND LEARNING**

Washington, DC Office

**Equal Access International (EAI)** – a non-governmental organization (NGO) based in Washington, D.C. partners with communities around the world to co-create sustainable solutions utilizing community engagement and participatory media and technology. With funding from bi-laterals, multi-laterals, foundations, and individual donors, EAI has a 17-year track record implementing social change projects and currently operates in 12 countries.

## POSITION OVERVIEW

Equal Access International ([www.equalaccess.org](http://www.equalaccess.org)) seeks an individual (not firm) for a three-month full-time consultancy in Washington, DC. This individual will lead EAI's efforts to create comprehensive and innovative MERL systems, tools, staff capacities, and practices. EAI is now operating in 12 countries around the world, with complex peacebuilding, P/CVE, governance, women's empowerment, participatory media, ICT4D, and youth development projects.

We seek an individual with experience designing and implementing M&E systems, tools, and capacity building efforts that can strengthen the evidence base behind our work, including research, complexity-aware M&E systems, creating a learning agenda, and streamlined knowledge management of data to better capture knowledge, attitude, and behavior outcomes that result from our programming.

## DUTIES & RESPONSIBILITIES

- Conduct an assessment of existing organizational MERL systems, processes, tools, and products
- Prepare and present an overarching strategy for developing a comprehensive MERL system based on industry best practices, organizational capacity, and EAI's technical areas.
- Organize and lead internal design process and working group on MERL
- Design a system for identifying, documenting, and communicating lessons learned across all program countries and staff.
- Train key staff in overall program M&E system and activities; ensures quality data collection, analysis, and reporting.
- Train HQ program staff and senior field-based staff in MERL methods and system
- As needed, serve as the MERL advisor to HQ program teams on specific projects, including M&E design for business development
- Supports relevant EAI deliverables, including but not limited to, M&E plan, work plans, and other technical documents and reports.

### **The MERL system will likely include the following elements:**

- Evidence-based Theories of Change at the core of every project
- Easy-to-use tools, surveys, and processes for iterative outcome harvesting and storytelling in all projects

- Support in the design and project-level Results Frameworks (with relevant indicators and targets) that effectively and efficiently test the Theories of Change
- Quantitative and qualitative methods that capture and assess project results in the context of the Theories of Change
- Creation of systems and processes to analyze project results across countries and regions on a monthly basis in order to make more generalizable conclusions regarding outcomes and outputs
- Recommendations for data visualization tools and systems
- Support in the design of user-friendly reports using infographics, charts, maps, and other elements to strengthen information sharing and thought leadership
- Application of new knowledge to inform the next generation of programming; and
- Partnerships with implementing, research, and donor organizations on the above work.

## DELIVERABLES

Deliverable	Timeline
Organizational MERL needs assessment	8 days
Proposal for a comprehensive MERL system for EAI, including potential strategic partnerships	2 days
V4P MERL needs assessment	10-15 days
Revise V4P Theory of Change to reflect learning to-date; develop V4P outcome measurement tool	5 days
Develop EAI MERL Plan template	3 days
Design and test organizational data collection and reporting platform using Smartsheets	5 days
Design monthly reporting templates that capture qualitative and quantitative information	2 days
Develop guidance notes for all tools and processes (target audience: country teams)	5 days
Other tasks that result from needs assessment and joint design work	

## QUALIFICATIONS

This position is an ideal fit for a hardworking, detail oriented, and highly motivated candidate with demonstrated experience in media, peacebuilding, P/CVE, participatory research, and/or international development. The ability to establish rapport and achieve goals with a range of internal and external parties is vital.

### Professional Experience:

***Required:***

- At least 7 years' experience in international development. Ideally, such experience would include at least 1 year overseas and at least 3 years in an international organization headquarters environment or similar program support role
- At least 3 years of MERL experience in peacebuilding and/or governance within implementing, research, or donor organizations
- Advanced degree in a social-science field directly related to peacebuilding and development (Ph.D and relevant doctoral and post-doctoral research strongly preferred)
- Strong knowledge of current social-science literature in peacebuilding and governance
- Academic training and professional experience in both quantitative and qualitative research methods, including production of reports and articles based on such research
- Experience leading teams and conducting staff training in such organizations
- Familiarity with Complexity-Aware M&E tools and approaches, including Developmental Evaluation, Outcome Harvesting, and Most Significant Change
- Problem-solving Problem solving and critical thinking skills; ability to break down complex problems.
- Strong communicator, both written and oral. Strong organizational and multi-tasking skills.
- Excellent intercultural communication skills – experience in interfacing with major strategic partners, government ministries, key multilateral agencies, and local staff.
- Strong attention to detail, highly motivated and ability to meet deadlines and prioritize tasks.

***Preferred:***

- Experience with community-based initiatives, particularly using local media (radio and TV) and Social and Behavior Change Communication (SBCC) methodologies
- Experience working in SBCC in a related field, such as public health
- Strong current networks within the global NGO and international development community, particularly in Washington, DC.
- Significant experience designing and managing media/communications for development programs.
- Long-term interest in peacebuilding, media strengthening, coexistence, and/or countering violent extremism.
- Experience working in EAI's current countries of operation and ability to lead the organization into new countries where the candidate has previously worked and has strong networks.
- Ability to work flexibly, outside of normal office hours and in difficult conditions.
- Familiarity with SPSS and/or Smartsheets

**CONSULTANCY DETAILS:**

The consultancy is based in Washington, DC with no international travel expected. To apply, please send a cover letter indicating your reasons for interest in the consultancy, a writing sample, and a resume to: [jobs@equalaccess.org](mailto:jobs@equalaccess.org) with "**CONSULTANCY: SENIOR ADVISOR | MERL**" in the subject line of the email. Applications will be reviewed on an ongoing basis. Please apply by April 15, 2019. This is a full-time consultancy. Please note that interviews may



begin and a candidate may be chosen prior to this date. **Applicants must have the right to work in the U.S. Equal Access does not provide sponsorship.**

Equal Access International is committed to creating a diverse environment and is proud to be an equal opportunity employer. Women, veterans, persons with disabilities, and people of color are strongly encouraged to apply.