

<b>Job/Role Title</b>	Performance, Learning & Impact Advisor
<b>Division</b>	<b>Membership Support &amp; Development</b>
<b>Grade</b>	E
<b>Location</b>	<b>Nairobi, Kenya or Abidjan, Côte d'Ivoire</b>
<b>Reporting to</b>	<b>Performance, Learning &amp; Impact Manager</b>
<b>Date</b>	<b>April 2023</b>

## Background

The International Planned Parenthood Federation (IPPF) is a global sexual and reproductive health (SRH) service provider and one of the leading advocates for universal access to sexual and reproductive health and rights (SRHR) for all. IPPF is a worldwide movement of 120 national organizations, referred to as Member Associations, working with and for communities and individuals. These member associations are the leading civil society providers of contraception in 89 of 120 countries. And in 64 of those 89 countries, IPPF is the only largescale international provider. Collectively, member associations delivered more than 1 billion cumulative services between 2016 and 2022.

Headquartered in Nairobi, Kenya, the overarching goal of [IPPF Africa Region](#) (IPPFAR) is to increase access to SRHR services to the most vulnerable youth, men, and women in sub-Saharan Africa. To reach this goal, IPPFAR works with local civil-society organizations, governments, the African Union (AU), regional economic commissions (RECs), the United Nations, among others, to expand political and financial commitments to SRHR in Africa. IPPFAR tackles the continent's growing SRH challenges through a network of Member Associations (MAs), strategic partners and volunteers in 42 countries. For more information, please read our 2022 profile (in English and French) [here](#).

## Role Purpose:

The post holder will be responsible for guaranteeing the utilization of targeted performance metrics within IPPFAR and IPPF Member Associations in the region, and supporting a culture of learning to deliver maximum impact working across the Region and as part of the Global Performance, Learning & Impact team. The post holder will also support project teams with M&E tools and indicators, collecting data on a regular basis to measure achievement against the performance indicators, checking data quality with partners, and maintain and administering the M&E database. The role holder will also analyse and aggregate findings to support MAs and project progress reporting, mid-term and final/annual reports.

**Management responsibility:** Data Analyst

## Role Deliverables:

- Oversee the generation, analysis and dissemination of regional data and evidence as part of IPPF Strategic Results Framework. Oversee data quality assurance ensuring performance and evaluation data is tracked, current, cleansed, accurate and consistent for reporting and decision-making purposes.
- Matching data with narratives and stories to better illustrate impact in collaboration with Communications, Advocacy and Resources Mobilization team (for example with the compilation of relevant statistics or the development of project-based indicators).
- Advising and supporting colleagues on monitoring, evaluation and key result areas and supporting MAs to strengthen systems and data quality. Supporting colleagues working with IPPF Member Associations (MAs) with the management and regular improvement of the MAs database. Advising colleagues, stakeholders and partners on new approaches/practices within the PL&I field, incorporating these into the implementation of corrective actions that address data weaknesses.
- Networking with Global PL&I team to develop the function. Devising and advising on effective and efficient monitoring and evaluation tools, frameworks, processes, systems and training.

- Supporting MAs processes such as business planning, mid and end of year reporting, strategic programming, etc.
- Supervising qualitative research that optimizes progress, knowledge (including good practices) sharing and leading-edge thinking.
- Adapting global tools and frameworks based on continuous feedback, changes in data methodologies and general sectoral advancements.
- Building networks with regional interlocutors to drive a culture of continuous learning.
- Evolving & optimizing data analysis to Secretariat and Member Associations to enhance programming and decision-making.
- Leading and organizing the planning, evaluation and monitoring processes of the office as well as organizational retreats.
- Adhering to the safeguarding reporting and monitoring requirements of this role.
- Supporting and enabling a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

### Key Skills/Expertise:

- Track record of excellent M&E implementation at regional or national level in a programmatic and development sector setting.
- Evidence of developing and using digital tools and systems to enable effective performance tracking, evaluation and knowledge sharing.
- Ability to interact with, coach, train and present to diverse, multicultural and multilingual groups.
- Facilitation and Training skills with evidence of intervention design and development (i.e.: action centered learning practitioner).
- Evidence of embedding standards and performance measures delivering tangible improvements to benefit impact and performance.
- Excellent analytical skills with an eye for detail and evidence of using quant/qual data to inform decision-making.
- Excellent writing and presentation skills with evidence of coherent, evidence-based reporting.
- High level of organisational skills, planning and time-management with the ability to adapt to changing needs, multitask and meet tight deadlines.
- Readiness to coordinate and work with other team members within the region and from other regions, as well as Member Associations and other stakeholders.
- Excellent IT skills.
- Role models safeguarding, anti-racism and no discrimination and acts with integrity.
- Fluency in French and English is essential, good command of Portuguese is an asset
- Demonstrate an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of worker's rights and access to health care in sex work.

### Competencies:

- **PROFESSIONALISM:** Knowledge of (related field). Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; supports and acts in accordance with final

group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- **PLANNING & ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **COMMUNICATION:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Interested individuals should submit an application form in the [IPPFARO CV](#) form and a 1-page cover letter to: [hroffice@ippfaro.org](mailto:hroffice@ippfaro.org) with the job position you are applying for as the subject of the email by **9 May 2023**. **Please note that IPPFAR will not consider applications that are not done in the requested format.**

IPPF is an equal-opportunity employer. As a leading global human rights organization focused on equality, empowerment, ending discrimination, and poverty eradication, we internally reflect social justice principles. We, as IPPF, strongly oppose racism in all its forms and resolutely go for a cultural change that will shift the existing imbalances in power and process.

Applications are particularly encouraged from women, persons living with disability, and candidates openly living with HIV.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.

*IPPF has been made aware of various fraudulent vacancy announcements circulated via e-mail from websites falsely stating that they are issued by or in association with IPPF. These correspondences, which may seek to obtain money from the recipients of such correspondence are fraudulent and IPPF does not charge a fee at any stage of the recruitment process (application, interview, meeting, processing, training or any other fees).*

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