



Position Overview	
Title	Monitoring, Evaluation and Learning Advisor
Location	Remote (based ideally in Abidjan or Nairobi)
Reporting to	Programme Manager Global – Feminist Opportunities Now
Duration	Until September 2026
Status	Part-time
Grade	E

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](#).

Project Overview

The International Planned Parenthood Federation Africa Region (IPPFAR), in collaboration with CREA, Empow’Her, the International Federation on Human Rights, and Médecins du Monde France (MdM-FR), lead the delivery of a new project called **Feminist Opportunities Now (FON)**. Funded by the Agence Francaise de Développement (AFD), FON’s overarching goal is to strengthen the capacity of feminist movements to address GBV through sub-grants to feminist organizations, with a focus on reaching small, often unregistered, feminist organizations. The project is implemented across ten countries in three regions: Mexico and Colombia (led by MdM), Bangladesh and Sri Lanka (led by CREA), and Burkina Faso, Ethiopia, Guinea, Ivory Coast, Kenya, and Niger (led by IPPFAR).

Championing an ecological-based model that integrates the use of multi-disciplinary gender transformative approaches and direct sub-granting, FON will provide longer-term mentorship



and support to feminist organizations in their overall development, by designing specific trainings tailored to their needs and helping them identify additional sources of funding. FON also includes a research-action component that will deepen our understanding of how these approaches can be scaled up and sustained, ensuring linking, learning, and knowledge sharing among the organizations and across regions.

More specifically, the project seeks to:

1. Ensure and improve the sustainability of feminist organizations at the organizational and technical levels by proposing an inclusive approach to capacity strengthening.
2. Reinforce the resilience and diversity of feminist civil society organizations (CSOs) through access to sustainable, flexible and adapted financing for small and/or informal and/or structurally excluded groups.
3. Enhance the networking abilities of feminist CSOs from the South, bringing them closer to networks at national, regional, and international levels, in order to bring their voice to the public arena.

Position Overview:

The Monitoring, Evaluation and Learning (MEL) Advisor will be expected to provide strategic oversight and guidance on all aspects of MEL for FON implementation in the 10 project countries: Kenya, Ethiopia, Niger, Burkina Faso, Cote d'Ivoire, Guinea, Mexico, Colombia, Bangladesh and Sri Lanka.

The successful candidate will have a strong feminist perspective on MEL, as well as a non-extractive, decolonial, and participatory approach. Strong focus on accessibility and enabling methodologies will be central to the work. They will be able to draw from creative and participatory methodologies, including using new technologies, to ensure the project team receives appropriate guidance to continuously improve its work, identify in a timely manner areas that need more attention, and to ensure mutual learning among all engaged actors.

The MEL Advisor will be responsible for the coordination and facilitation of the co-creation of MEL processes, tools and products among consortium partners, strategic partners, and subgrantees. As the partners are working across time zones and in diverse languages (English, French, and Spanish) this would include overall coordination oversight.

The MEL Advisor will work closely with the Consortium Regional Leads and report to the FON Programme Manager Global. They will additionally interact closely with subgrantees and their MEL staff. .

The overall tasks include:

- Develop, review and implement the MEL framework (qualitative and quantitative) in compliance with the project proposal with strong long-term vision and co-creation components.

- Provide guidance to FON team in reviewing the MEL systems, and developing data collection tools, and strategies, including database(s);
- Collaborate with and support subgrantees to develop their own MEL frameworks and data collection tools adapted to their profiles.
- Provide monitoring data to inform the decisions on project performance and direction to the project.
- Train consortium partners and Subgrantees on the data collection tools.
- Coordinate the preparatory work/ groundwork for the generation of reports.
- Coordinate with the consortium partners the development and implementation of FON learning agenda.
- Undertake field visits, as appropriate and agreed with Consortium partners, for monitoring and capacity building purposes.
- Coordinate the mid-term and final evaluation of FON globally.
- Be the point of contact for MEL for the donor.

Deliverables:

1. Develop the MEL framework for the FON project
2. Develop data collection tools and templates, and train on their effective usage, such as
 - a) Most Significant Change Stories
 - b) Human Interest stories
 - c) Reporting templates
 - d) Advocacy indicators and data collection tools,
 - e) etc.
3. Facilitate MEL meetings and record meeting notes and feedback.
4. Monitoring
 - a) Formulate the design of monitoring tools and processes
 - b) Ensure QC/QA and analysis
 - c) Undertake the submission of all reports based on results of monitoring (as required to comply with the FON requirements)
5. Evaluation
 - a) Lead the mid-term and final evaluations from design to the validation workshop, ensuring participative approach with partners and subgrantees t
 - b) Be the focal person for all communications on the mid-term and final evaluations
6. Learning agenda
 - a) Develop, in consultation with Consortium partners and RCACs, learning themes to be followed
 - b) Undertake process design by developing a two-three pager document explaining the rationale and co-creation process that would enable mutual learning
 - c) Facilitate and lead the co-creation learning process
 - d) Coordinate learning sessions
 - e) Reporting - prepare a three page report bi-annually that summarizes the learning
 - f) Collaborate with Communication staff to showcase innovative practices and field stories
7. Knowledge dissemination

8. Cooperate with a Communication team member to develop substantial information from the MEL process to share externally (prepare communications annually to be shared via social media as per the communication plan; coordinate the validation of mid-term and final evaluations and their dissemination; facilitate the development of ideas for creative and/or participatory documentation, etc).

Qualifications, Experience and Competencies:

- Post-secondary graduate in the fields of social science, human rights, international development, or other relevant fields.
- Have an understanding of issues relating to feminist politics, GBV, human rights, disability justice and the sexual and reproductive rights of all people, along with a commitment to advancing these rights.
- Have a deep understanding and prior experience in MEL for complex international programs, work plans and budgets.
- Have demonstrated experience (8+ years) of planning and managing feminist research, and MEL.
- Excellent communication in English and French and be able to communicate well with both internal and external audiences.
- Detail oriented and thorough, with an ability to self-motivate and produce high-quality work.
- Experience in and/or willingness to learn and adapt work to online/virtual platforms keeping accessibility needs in mind.
- Committed to ongoing professional learning and sharing knowledge with the FON consortium.
- Have excellent analytical skills, fair judgment, and a proactive, energetic approach to problem solving.
- Have excellent interpersonal skills.
- Team player and comfortable with working with a wide range of multilingual and multicultural teams.
- Comfortable and willing to travel for work.
- Have experience in designing accessible research tools and accessible data collection cross disability will be an asset.
- We particularly welcome applications from persons with experience working with or as part of feminist movements, with intersectional and decolonial approaches, and/or working at intersections of youth and gender, or gender and disability with a global South perspective.

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 AND agarcia@ippf.org with the job position you are applying for as the subject of the email by **12 December 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 from women, persons living with disability, and candidates openly living with HIV are particularly encouraged.

Applications from the EAT time zone or close to it will be given priority.

If you have previously applied for this position but haven't been selected, please do not resend your application.

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).