

M&E and Learning Manager

Position:	Monitoring & Evaluation and Learning Manager (MEL Manager)
Reporting to:	Vice-President, Corporate Affairs and Global Programs
Type of position:	Full-time employee position
Location:	Home-based
Start Date:	Autumn 2023
Application deadline:	August 17, 2023
Salary:	Competitive salary based on experience and country of residence

Canadian Leaders in International Consulting (CLIC) is a management consulting company that provides responsive international technical assistance and highly specialized capacity building solutions, project management, and training programmes to improve governance, strengthen accountability, and achieve results for all clients.

CLIC is looking for a talented, energetic and high achieving **MEL Manager** with demonstrable Monitoring and Evaluation (M&E) and business development experience to lead the growth of CLIC's portfolio of M&E projects, to oversee the management of the portfolio of projects and to conduct evaluations/assessments. The MEL Manager ensures that CLIC's internal projects meet and align with all terms of reference and programmatic design related to current and future projects and ensures that all M&E is conducted according to highest standards. The MEL Manager is part of the Management Team and plays a role to identify consultants and new partnerships to achieve the targets. All actions undertaken by the **MEL Manager** are guided by CLIC's mission and values.

MAIN RESPONSIBILITIES

The MEL Manager is responsible for the development, administration, management, implementation and delivery of CLIC's monitoring and evaluation projects and contracts worldwide. More specifically, the M&E and Learning Manager will carry out the following tasks:

- Ensure high quality implementation of monitoring and evaluation contracts including international travel when required
- Work closely with the CLIC team in Ottawa to identify and propose responses to Calls for Proposal by Canadian and international organizations and governments for institutional, program and project monitoring and evaluation initiatives
- Provide overall management for the design, implementation, oversight and quality control of CLIC's evaluations and assessments.
- In consultation with CLIC's Vice-President, manage and supervise monitoring and evaluation life cycles of CLIC's development projects including but not limited to the WE LEAD project in Jordan and the TAWASOL project in Iraq
- Support as appropriate the M&E staff and consultants in the project field offices

Canadian Leaders in International Consulting (CLIC)

www.clic-consultants.com | info@clic-consultants.com

CANADA: 499 Preston St. Ottawa, ON K1S 4N7

IRAQ: Al Amirat St., Al Mansour, Baghdad.

JORDAN: Abdul Hamid Badis St. 57, Amman.

- Identify opportunities and provide leadership on proposal writing
- Provide technical support in evaluation systems, Results-Based Management and project development
- Coordinate, supervise and assure quality of monitoring and evaluation activities among staff, partners, consultants and volunteers involved in CLIC projects;
- Develop and maintain the monitoring and evaluation systems, including the processes for data collection, cleaning and processing, and use of data;
- Develop data collection tools and protocols based on rigorous methodologies and appropriate to context;
- Develop project/program monitoring plans and measure project progress against indicators
- Support project/program staff with effective use of tools and methodologies for planning, monitoring and reporting
- Manage day-to-day client interactions in relation to evaluations.
- Liaise with external evaluators and provide backstopping support to ensure timely implementation of evaluations and assessments.
- Conduct data gathering, research and analysis of qualitative and quantitative data
- Write and edit reports as required to ensure quality control.
- When needed, provide project management assistance on various projects/programs
- Support reporting of results using results-based management (RBM) approaches
- Provide technical support to partners and volunteers in monitoring and evaluation
- Lead capacity assessments of stakeholders and develop capacity strengthening plans in M&E
- Co-ordinate and undertake capacity building activities and training workshops in M&E
- Undertake monitoring visits to partner institutions including private sector partners and training institutions as required
- Undertake visits as per approved budgets to field locations to support monitoring and evaluation processes and, develop and implement accountability processes related to projects
- Undertake other tasks assigned by Vice-President.

QUALIFICATIONS AND REQUIREMENTS

Knowledge and Experience

- Master's Degree in international development, political science, social sciences or relevant discipline or undergraduate degree and significant relevant experience
- Demonstrated experience in the Canadian international development context
- Demonstrated experience in business development in the international development context
- 4-7 years' experience, including field-based experience, in conducting and managing project/program evaluations and assessments in the international development context.
- Membership or certification in a professional evaluation association an asset.
- 3-5 years' relevant work experience with an international development organisation that includes a proven track record in project management.
- Experience in the preparation of evaluation reports for different audiences – technical, management, government, donors and other stakeholders.

Canadian Leaders in International Consulting (CLIC)

www.clic-consultants.com | info@clic-consultants.com

CANADA: 499 Preston St. Ottawa, ON K1S 4N7

IRAQ: Al Amirat St., Al Mansour, Baghdad.

JORDAN: Abdul Hamid Badis St. 57, Amman.

- Experience in managing international development projects/programmes in multi-stakeholders and complex environments is an asset.
- Experience managing directly or indirectly – particularly remote leadership – an asset.
- Experience and knowledge of development issues in the Middle East and North Africa region an asset.
- Experience in proposal development and writing is highly desired.
- Fluency in English essential
- Working competency in French and/or Arabic are strong assets

Skills and Abilities

- Entrepreneurial and willing to engage own network and that of CLIC to build business opportunities.
- Advanced interpersonal and verbal communication skills, in particular to collaborate among an international and multidisciplinary team.
- Strong analytical and conceptual skills to think and plan strategically and the ability to translate this into practical and feasible operational program planning both in written and verbal formats.
- Strong Microsoft Office Skills. Demonstrated knowledge of SPSS, Kobo Toolbox and NVivo an asset.
- Strong organisation and time management skills.
- Demonstrated ability to work independently with minimum supervision.
- Proven budgeting and financial management skills, including attention to detail and working with tight deadlines.
- Problem-solving, coordination and facilitation skills.
- Availability and willingness to travel.
- Willingness to work irregular hours.

Salary will be commensurate with experience.

Application submission:

To apply please submit the following documents: by email with Subject “**MEL Manager Application**”

- Your current CV
- A cover letter not more than 1 page
- References will be requested if interview is successful

Please email your application **by August 17** to david.comerford@clic-consultants.com. We thank all candidates for their interest, however **only short-listed applicants will be contacted.**