

JOB DESCRIPTION

Job Title:	Monitoring Evaluation and Learning (MEL) Adviser
Location:	Sudan or Locations where Saferworld has an operational presence or remote based will be considered
Reporting to:	CSF Director
Type of position:	<i>National position</i>
Grade and Salary:	F
Contract terms and hours:	<ul style="list-style-type: none"> • Term of contract: Fixed-term, until September 2024 with the possibility of extension, subject to funding and performance • Probation: 3 months • Annual Leave: 28 days per calendar year (January-December) in addition to agreed Sudan public holidays. • Hours: Standard working week is 37.5 hours a week • Medical insurance: As per Saferworld Sudan's medical insurance • Sudan Social Insurance: 17% contribution from Saferworld • Taxes: Saferworld deducts and remits Sudan income tax for all its employees, regardless of nationality. • Work eligibility: If Sudan-based, must have the right to live and work in Sudan
<p>Background:</p> <p>Saferworld is an independent not-for-profit international organisation working to prevent violent conflict and build safer lives since 1989. We work with people affected by conflict to improve their safety and security, and conduct wider research and analysis. We use this evidence and learning to improve local and national policies and practices that help build inclusive peaceful societies, while at the same time engaging internationally to reduce conflict and advance conditions for peace. The contribution we make rests on the partnerships and alliances we <u>build</u> with civil society networks, entities and movements, and with like-minded institutions, and through constructive engagement with local and national governing bodies and multilateral institutions. Our programming stretches across Africa, Asia and the Middle East, and in policy/advocacy centres in London, Beijing, Brussels and Washington DC. Our priority is people – we believe in a world where everyone enjoys the rights and freedom to live with dignity, free from fear and insecurity – and we are invested in the processes to bring about transformative solutions for lasting peace.</p> <p>Description of the Conflict Sensitivity Facility (CSF):</p> <p>The CSF is part of Saferworld's Conflict Advisory Unit (CAU) and it aims to: support the integration of conflict sensitivity into the policies, practices, and programmes of aid actors in Sudan. It draws upon Saferworld's extensive experience of supporting similar processes in a range of contexts, coupled with our deep contextual knowledge and long-term, established relationships with Sudanese civil society from across the country. Over the past six years, for example, Saferworld has designed and built up the Conflict Sensitivity Resource Facility (CSRF) in South Sudan. Saferworld has been working on and in Sudan and South Sudan since 2002, including on</p>	

issues of community security, small arms control, and gender equality and transformation, as well as providing advisory services and technical support on conflict-sensitivity to the aid community.

For more information visit the Saferworld website [here](#) and the CSF website [here](#).

Job purpose:

The Learning Adviser will lead on developing and delivering the CSF's learning agenda. The post holder is expected to lead on the following: support broader inter-organisational learning within the Sudan aid community; and lead on the CSF's internal monitoring, evaluation and learning activities. The Learning Adviser will also work with the wider CSF team to support core functions of the CSF, including communications.

Roles and responsibilities:

- **Internal monitoring, evaluation and learning:** Lead on activities to monitor, evaluate, learn from and report on CSF's impact by:
 - Coordinating inputs and updates to CSF results framework and associated quarterly reporting, ensuring that internal MEL processes are up-to date and accurate;
 - Facilitating Outcome Harvesting workshops and other approaches to monitor change and identify lessons from CSF implementation to inform ongoing learning and adaptation of the programme;
 - Leading on developing outcome statements to a high standard, reflecting learning and change;
 - Designing and delivering surveys, interviews and other data collection tools to enable the CSF team to gather feedback and monitor the impact of their work;
 - Supporting the outreach strategies around CSF research and analysis activities to help effectively reach selected audiences, including supporting mapping exercises and reviewing and sharing learnings from previous initiatives;
 - Ensuring appropriate storage of monitoring data to facilitate shared access and usage by the team;
 - Producing learning notes to document and share lessons on how to support the aid sector to adopt more conflict-sensitive approaches with the global conflict sensitivity community;
 - Facilitating periodic internal reflection and learning sessions with CSF and CAU teams;
 - Contribute to cross-organisational learning within Saferworld Sudan, with a focus on the crisis response and working with local partners, as well as across the CAU's programmes and with Saferworld teams and programmes globally.

- **External learning:** Work closely with a range of stakeholders to improve inter-organisational learning and programme adaptation and build institutional memory within Sudan's aid sector by:
 - Designing and facilitating interactive face-to-face and online events to facilitate learning and reflection on shared challenges relating to conflict sensitivity in Sudan;
 - Establishing and co-facilitating any informal learning groups around shared priorities/themes;
 - Representing the CSF at external platforms within the aid architecture, such as the Accountability to Affected Population (AAP) Working Group and the Information Management Working Group; ensuring that conflict sensitivity considerations are highlighted and identifying opportunities for engagement;
 - Working with Sudanese local responders to ensure that their perspectives and approaches are heard within the international aid architecture;
 - Supporting in the organisation and implementation of the CSF annual learning event;
 - Providing advice, guidance, and mentorship to CSF partners;
 - Collaborating with the CSF Capacity-Building team to develop appropriate tools and practices, including during institutional assessments of and targeted support to donors and aid organisations to build understanding of current challenges and opportunities for learning and adaptation;

- **Inter-facility exchange:** Learn from and contribute to global discussions about learning and programme adaptation in the aid sector by:

- Comparing and exchanging lessons learnt at the CSRF in South Sudan for regional learning, specifically on topics with implications for both countries;
- Building relationships with and sharing lessons with sources of conflict sensitivity expertise at the global level, including but not limited to other conflict sensitivity facilities and mechanisms (for example, Saferworld's Afghanistan Conflict Sensitivity Mechanism (ACSM) and communities (for example, the global Conflict Sensitivity Coordination (CSC) Hub and the Conflict Sensitivity Integration (CSI) Hub).
- Support the smooth running of the CSF by serving as the budget-holder for MEL activities;
- Supporting the implementation of the communications strategy, including using social media platforms to raise awareness of the value of conflict sensitivity for Sudan's aid sector and disseminate CSF products; planning and developing content in English and Arabic for the CSF's online presence.
- Supporting capacity-strengthening, analysis and outreach activities of the CSF, working closely to support colleagues in the delivery of trainings, capacity support, analysis, and convening and outreach activities.

Key working relationships

- **CSF team** – work collaboratively with the CSF team and consortium in future to link the capacity building agenda with the project's research, analysis, outreach, and learning work;
- **Saferworld Conflict Advisory Unit** – work collaboratively with the CAU to share learning and support delivery of activities that align with CSF's mandate to promote conflict sensitivity.
- **Donors, UN Agencies, INGOs and NNGOs** – develop and maintain relationships with donors and other organisations working in Sudan, on conflict sensitivity issues, or on the Sudanese context more broadly.
- **Aid workers** – network with individual aid workers to support CSF's outreach with regards to capacity building, information sharing and learning around conflict sensitivity.

Scope and accountability

Decision making and limits of authority	<ul style="list-style-type: none"> ● Decisions relating to design and management of CSF's internal MEL system, with input and approval from CSF Director ● Decisions relating to design and delivery of CSF's learning activities, with input and approval from CSF Director
Financial resources	N/A.
Other resources	<ul style="list-style-type: none"> ● Management of CSF MEL data ● Lead on report writing, and quality and accurate information sharing ● Responsible for and in custody of Saferworld equipment, such as a Laptop and mobile phone.
People management	<ul style="list-style-type: none"> ● Consultants and experts supporting with learning deliverables
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> ● Comply with Saferworld's policies and procedures, including security, HR and safeguarding and finance policies ● If and when authorised, act as the senior manager with corporate responsibility, in the absence of the CSF Director. ● Ensure all of CSF's MEL activities are compliant with donor requirements and regulations.

Person specification

Knowledge, qualifications and experience

Essential requirements:

- A university degree in a relevant field;
- At least 5 years of relevant work experience in humanitarian, development or peacebuilding sectors (e.g. project management, analysis, M&E, communications, research uptake, knowledge management). Additional years of experience in sectors with transferable skills (e.g. government, consultancy, think tanks) may be considered instead of experience in the aid sector;
- Experience designing and implementing monitoring, evaluation and learning (MEL) processes for governance, peacebuilding, advocacy or other flexible programmes seeking to promote systems change;

- Experience and comfort in facilitating problem-solving discussions, reflection sessions and/or trainings for different audiences from a wide range of personal, professional and cultural backgrounds;
- Capacity to produce high quality verbal briefs and written reports in English and Arabic;
- Demonstrated ability to learn quickly and adapt to changing contexts;
- High standard of computer literacy;
- Sudan or regional experience;
- Experience and comfort in providing mentorship, guidance, and support to a range of actors;
- Experience and comfort in use of digital collaboration tools and platforms to facilitate virtual interaction and learning among participants, e.g. Miro Board, Menti, Slack, JamBoard, WhatsApp, MS Teams
- Experience in strategic planning, programme design, and M&E planning and development (especially working with theories of change, participatory methods and adaptive management methodologies)
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Desirable requirements:

- Advanced degree (e.g. Masters level) in a relevant field
- Experience writing or contributing to global discussions around aid reform and learning;
- Understanding of conflict sensitivity methodologies;
- Experience working in a conflict-affected context;

Saferworld is an equal opportunities employer. We encourage candidates from disadvantaged groups and candidates with disabilities to apply.

Skills and abilities

- A curious and problem-solving disposition;
- An excellent listener with an open mind to understand and learn from different perspectives;
- An excellent attention to detail to ensure effective data management and processing;
- Ability to work collaboratively and constructively in a team;
- Ability to learn quickly and adapt to changing contexts;
- Ability to tailor communication style and content to different audiences;
- Willingness to undertake regular field visits and interact with different stakeholders;
- High standard of computer literacy (including familiarity with social media).

Personal qualities

- Commitment to and compliance with Saferworld’s safeguarding principles
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work
- Commitment to own continuing personal and professional development
- Commitment to the vision, mission and values of Saferworld
Commitment to improving international engagement in conflict-affected contexts and sharing experience-based ideas as to how this can be achieved.

Other requirements

- Travel to sub-national and remote locations in Sudan including to areas recently affected by violent conflict;
- Occasional travel in the East Africa region.

Application process

Send your CV and a covering letter addressing the person specification and why you feel your experience matches the requirements of the role and send to jobs@saferworld.org.uk. (Ref...) More information about the role and Saferworld can be found here <http://www.saferworld.org.uk/jobs/jobs>.

Deadline for applications:

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