JOB ANNOUNCEMENT

Monitoring, Evaluation and Learning (MEL)
Coordinator

PUBLISH WHAT YOU PAY (PWYP)

Reports to: Director of Member Engagement and Advocacy
Location: Anywhere
Salary and Benefits: £47,000 plus generous pension scheme and other benefits; generous training budget and leave policies
Start date: As soon as possible

How to apply: send a CV and cover letter outlining your experience and suitability for the role, as per the role description below, to info@pwyp.org with “MEL Coordinator” in the subject line.

Closing Date: Friday, 20 March 2020 (midnight). Interviews are expected to be carried out the week of 30 March 2020.

RECRUITMENT SUMMARY

PWYP is seeking a dynamic learning professional, with a commitment to social and economic justice and the fight against inequality, to fill a newly created position. The Monitoring, Evaluation and Learning Coordinator will help to deliver stories and evidence of impact as we implement our new, global five-year strategy – Vision 2025 – which lays out the roadmap to a world where everyone benefits from their natural resources.

THE ORGANISATION

Publish What You Pay is the world’s largest network of civil society organisations working to promote transparency, citizen participation and accountability in the oil, gas and mining sectors. We work with communities and civil society organisations in more than 50 countries, to ensure that the revenues generated by natural resource exploitation benefit all citizens, rather than a small elite.

PWYP was established more than fifteen years ago and we have come a long way. From a handful of organisations in 2002, the network has grown to include more than 700 member organisations across
the world. We are a founding member of the Extractive Industries Transparency Initiative, the first
global standard for good natural resource governance. Our advocacy has led to milestones in
accountability, such as legislation that requires major extractive companies like BP and Total to publish
what they pay to governments for their natural resources. Combined, these successes have led to
billions of dollars of extractive revenues being publicly disclosed, a level of transparency that seemed
unachievable just a few years ago.

Our global strategy, *Vision 2025: A people centred agenda for the extractive sector*, builds on our
success in securing unprecedented levels of transparency from the extractive industry, while placing
more emphasis on making sure that transparency leads to broader changes that improve the lives of
citizens in resource-rich countries. It prioritises greater citizen participation in the governance of oil, gas
and mineral extraction so that people can exercise their right to take part in decisions that affect them
and can hold the powerful to account. It also aims to connect to international efforts to curb poverty
and promote sustainable development, redress inequality and prevent disastrous climate change.

We are a small, fun and dynamic team located across seven countries and we work with some of the
most courageous transparency activists in the world. We offer an amazing working environment and
the flexibility to work from home as needed with a focus on personal development.

For more information, please visit [https://www.pwyp.org/](https://www.pwyp.org/)

**THE POSITION**

The MEL Coordinator will contribute to PWYP’s culture of learning and its focus on impact and
effectiveness, by embedding monitoring, evaluation and learning practices into the work of the
organisation. Through the design, development and implementation of a MEL system, and in
collaboration with programme and fundraising staff, the coordinator will enable PWYP to identify,
document and evidence the progress and impact of its advocacy; understand where and how PWYP is
being effective; learn from the implementation of its Vision 2025 strategy; and strengthen its ability to
be accountable to donors and governance bodies. The MEL Coordinator will lead in identifying and
meeting MEL capacity building needs of PWYP staff and members.

**RESPONSIBILITIES**

**Key Result Area #1: Strategic & Project Planning**

Participate in the development of PWYP’s strategy and annual workplan, as well as the design of
specific donor-funded projects; ensuring that learning from previous work is incorporated into the
design and that effective MEL is built into these initiatives. Consolidate MEL data to capture
advocacy’s impact and contributions to PWYP’s strategic goals for reporting purposes and to inform strategy review.

Performance indicators:
- PWYP’s strategic and project planning is informed by learning from previous activities
- PWYP’s strategic and project planning articulates how the secretariat will achieve its outcomes as well as the clear purpose of activities, so that this will make MEL possible
- Expectations of donors in relation to MEL are clarified and communicated clearly to staff and project stakeholders
- MEL frameworks are in place for each donor-funded project and for PWYP’s annual workplans and multi-year operational plans
- Appropriate project, campaign and strategy evaluations and reviews are conducted or commissioned.
- Organisational reviews of progress against the operational plan outcomes are facilitated and documented, so that PWYP staff have the means to hold themselves accountable to the operational plan

Key Result Area #2: MEL System & Resources
Lead the development and implementation of PWYP's MEL systems and resources, ensuring that they support the efficient collection, analysis and dissemination of data and information.

Performance indicators:
- Relevant, useable MEL systems are in place and reflect best practice in the development sector
- PWYP members being funded via PWYP are supported to develop and implement appropriate MEL processes as part of project design and implementation
- Logframe data required by donors is collected.
- PWYP’s learning from its advocacy work and projects is documented and shared appropriately with relevant stakeholders (members, donors, staff)
- Feedback from the team and stakeholders indicates that data collection and management tools are user-friendly, time-efficient and generate relevant learning

Key Result Area #3: Monitoring & Data Collection
Coordinate and support the collection, analysis, recording and reporting of all required M&E data by staff and project stakeholders. Support the wider organisation to identify stories of change and to harvest outcomes. Help to identify where good practice can be documented and shared.
Performance indicators:

- Data required for PWYP’s MEL system, including baseline data, is collected in a timely manner and presented to staff in a meaningful format for analysis and reflection.
- Proactivity in supporting programme staff in learning, monitoring and data collection by agreeing monitoring plans, providing tools and guidance.
- Evidence is gathered in real-time to demonstrate whether key planned activities were effective and whether they achieved their impact.
- Outcome harvesting takes place and stories of change are generated that enable PWYP to identify its impacts and contribution.

Key Result Area #4: Capacity Building
Build the capacity of staff and project stakeholders to implement best practice in Monitoring, Evaluation and Learning.

Performance indicators:

- Staff are equipped to utilise and implement MEL tools and techniques, including regular learning reviews of PWYP’s strategy implementation.
- Members are supported to collect, evaluate and report on baseline and other MEL data for funded projects, including via recruitment of in-country consultants.

Key Result Area #5: Learning & Knowledge Management
Review and analyse the learning from PWYP advocacy and other activities in order to drive continuous improvement of strategies and dissemination of knowledge, and thereby maximise our impact; facilitate, conduct or commission after-action reviews.

Performance indicators:

- Regular learning reviews conducted with departmental project teams; key learnings are reported and reflected upon and incorporated into strategic and tactical decision-making.
- Successes and failures reported, reflected on and contribute to changes in working practices and strategies.
- Suggestions for consequent action/project redesign shared with colleagues.
- Learning resources are stored and catalogued for easy retrieval / dissemination.
- Campaigning / advocacy efforts are informed by relevant and accessible data & reporting.

REQUIREMENTS
Qualifications:

- Bachelor’s degree (international development, social sciences or other related field)

Technical Experience & Knowledge:

- A MEL professional with a minimum of 5 years of professional experience in MEL in a complex organisation, preferably involving evaluating advocacy
- Demonstrable knowledge of the particular demands and challenges of conducting MEL for advocacy
- Experience in (or knowledge of) advocacy evaluation methods including outcome harvesting, contribution analysis, and other qualitative methods
- Experience in running after-action and learning reviews
- Experience of working with management information systems and the design of data collection tools that are user friendly and effective
- Experience of building capacity of non-experts to implement effective M&E and Learning
- Knowledge of computer software; Google Suites and other information systems (e.g., MS Word, Excel, Power Point, statistical packages, etc.
- Added advantage to have an understanding of the transparency and accountability field in general, and of the extractives in particular

Skills and abilities

- Strong qualitative and quantitative skills, including understanding the value of anecdotal data and stories of change
- Excellent analytical, written, oral communication, and digital skills (English essential; French, Russian, Arabic, Spanish desirable); especially the ability to present data in a manner that will support evidence-based advocacy / campaigning
- Demonstrable project management skills
- Ability to function in complex, changing environments, and to work with diverse and remote staff as well as independently
- Strong organisational skills, attention to detail and sense of initiative

Personal style and behavior:

- Actively encourages and feels at home in a diverse and inclusive working environment
- A sense of humor, humility, and collegiality
- Capacity for self-reflection and a commitment to learning and growth