



3rd Floor,  
86 - 90 Paul Street,  
London. EC2A 4NE  
Tel | +44(0)7399621271  
Email | [info@thet.org](mailto:info@thet.org)

### Job description: Research, Evidence and Learning Manager

|                        |  |
|------------------------|--|
| <b>Hours</b>           | 37.5 hours per week (100% FTE)   |
| <b>Location</b>        | Working from home with access to an office near Liverpool Street, London                                     |
| <b>Reports to</b>      | Head of Research, Evidence and Learning  |
| <b>Responsible for</b> | Monitoring, Evaluation and Learning Coordinator  |
| <b>Salary</b>          | £40,800 to £47,226 per annum (dependent on experience).  |
| <b>Contract</b>        | Permanent  |
| <b>Key contact</b>     | Senior Management Team and colleagues within the Programmes Team, External Engagement Team and country teams |

### About Tropical Health & Education Trust (THET)

For over 30 years, THET has been working in partnership to strengthen health systems and build health workforce capacity in low- and middle-income countries (LMICs). Working closely with Ministries of Health and in partnership with UK and LMIC health institutions, and as a Non-State Actor in Official Relations with the World Health Organization (WHO), we strengthen health systems by responding to local and national priorities, supporting the training of health professionals, facilitating knowledge exchange and the development of policy and regulatory environments, and offering thought leadership and project management expertise. At the centre of our approach, is the model of Health Partnerships, long-term relationships between UK and LMIC health institutions, which improve health services through the reciprocal exchange of skills, knowledge, and experience. They are rooted in an understanding that equitable relationships between health professionals across borders can benefit all involved. You can learn more about our work on our website [www.thet.org](http://www.thet.org).

### Purpose of the Research, Evidence and Learning Team

THET's Research, Evidence and Learning Team (ELT) plays a pivotal role in assuring the quality of THET's work, providing expertise across our grants, programmes, and communications activities, and maintaining our position as a thought leader in the Health Partnership space across the UK and internationally. The ELT has undergone recent changes to strengthen its focus and capacity, to ensure we gather and generate robust evidence and promote the use of this for our own learning, and for that of the wider Health Partnership community and health sector. The ELT also plays a lead role in representing THET in technical discussions with key partners, including the WHO, the NHS and governments in the UK and overseas.

The ELT consists of a Head of Research, Evidence and Learning, a Research, Evidence and Learning Manager,



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and a Monitoring, Evaluation and Learning (MEL) Coordinator, who together deliver three main work areas:

1. Programme MEL
2. Organisational MEL
3. Evidence and Learning

### About the role

This is an exciting opportunity to not only deliver high quality MEL across our delivery portfolio but to also contribute to the new ELT scope of work. The Research, Evidence and Learning Manager will have a significant role in working closely with the Head of Research, Evidence and Learning and our Director of Programmes in delivering the team's objectives and strategy, with a focus on maintaining and raising the standards of MEL across programmes and funding bids, as well as actively leading on and delivering MEL activities on live programmes.

Top aspects of the role to be excited about!

- A part of a new team with an ambitious agenda to roll out a refined evidence and learning strategy, with potential to expand further and shape the scope of work
- Significant role in shaping and embedding MEL across the organization
- Supporting MEL in the roll-out of the next 5 year THET strategy
- Work closely with enthusiastic teams and country office staff to strengthen MEL



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## Accountability and working relationships

The Research, Evidence and Learning (E&L) Manager will report to the Head of Research, Evidence and Learning (to be hired). The E&L Manager will line manage the Monitoring, Evaluation and Learning Coordinator and work closely with the Senior Management Team (SMT) and other THET teams, particularly the Programmes Team.

## Main responsibilities

The following outlines the main responsibilities of the E&L Manager role:

### 1. Strengthen MEL capacity and effectiveness across THET

- Lead on providing ongoing support and advice to the Programmes teams on MEL tools and approaches, including theories of change, results frameworks (including indicator development), MEL plans, MEL resourcing requirements and MEL implementation. This will include training of staff as needed.
- Provide MEL expertise in the development of programme quality standards and MEL quality assurance processes (including around data protection and safeguarding) to ensure delivery and integration of MEL across programmes is to a high standard of professionalism.
- Ensure that MEL approaches designed for programmes are context appropriate, build in learning and adaptation, assess value for money (where applicable), and reflect best practice.
- Provide technical assistance and quality assurance regarding MEL activities of grantees and Health Partnerships.

### 2. Develop systems and tools to support MEL

- Lead the development and implementation of high quality MEL approaches and tools, to enable THET to track its programmes' progress and make informed decisions about implementation, complying with external funders' reporting requirements.
- Support teams in collecting sex-, age- and disability-disaggregated data and using gender sensitive data collection methods to understand and respond to programme results with diverse participants.
- Advise on technology for data management systems and real-time data flow, using appropriate software platforms.
- Co-lead with the Head of E&L the development of systems and tools for organizational MEL (e.g., overseeing quarterly reporting of organisational KPIs, design and pilot new MEL core tools and processes) to improve measurement of impact and strengthen accountability to Trustees.
- Develop and maintain information management and analysis systems, including managing contracts and relationships with service providers as required.



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### **3. Contribute to the design and management of new programmes**

- Lead on and quality assure MEL input into funding proposals for new programme activity, ensuring MEL is embedded in each proposal.
- Assist in the development of THET-managed grant calls, including contributing to the development of assessment criteria, reviewing grant applications and reviewing grant holders' reports.
- Support the Programmes Team in designing and conducting monitoring visits (in the UK or overseas) to recipients of grants, or to directly managed programmes, and commission evaluations and studies to increase understanding of good practice.
- Provide quality assurance role to ensure new programme proposals are aligned with organizational key performance indicators (KPIs) and THET's priority policy and influencing work.

### **4. Generate and share learning on the effectiveness of our programmes and of Health Partnerships**

- Lead or co-lead on studies and operations research, including design (and research ethics approval where relevant), implementation, data analysis and dissemination; and oversee the commissioning of programme evaluations and ensure they are delivered to quality standards.
- Review reports, evaluations and other literature, to collate evidence of impact and to synthesise lessons learned for donor reports and for external publications. Where required and feasible, undertake studies to complement this information.
- Support the Head of E&L on refining how we measure the quality of partnerships, and the contribution / impact of health partnerships on improved programme outcomes, including the design of core tools to support data gathering and analysis.
- Identify and implement mechanisms for sharing and disseminating good practice within THET and across the Health Partnership community. Work with THET teams and Health Partnerships to disseminate findings across a range of media including health journals, bulletins, and via institutions.

### **5. Management responsibilities**

- Line manage the MEL Coordinator, including assigning projects to lead on and advising on how the Coordinator role will contribute to the E&L Manager's work stream.
- Provide guidance and support to MEL Coordinator to ensure that workloads are managed and responsibilities clearly defined between teams.

#### **Other**

- Represent THET at external meetings with donors, Non-Governmental Organisations (NGOs) and others, as required.
- Undertake other tasks as may be required, commensurate with experience.



**Person Specification**

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|                       | <b>Essential</b>  | <b>Desirable</b>   |
|-----------------------|---|--|
| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>• Postgraduate degree or professional qualification (or equivalent) in a relevant discipline such as social science, data analysis.</li> </ul>   | <ul style="list-style-type: none"> <li>• Post-graduate degree in a global health or international development subject.</li> </ul>  |
| <b>Experience</b>     | <ul style="list-style-type: none"> <li>• 10+ years working on donor funded programmes and projects in LMICs.</li> <li>• 10+ years of work experience in MEL.</li> <li>• Experience of MEL for complex programmes, including grant management, with use of evidence to inform programming.</li> <li>• Experience of proposal development to plan and resource appropriate MEL work.</li> <li>• Experience in developing and operationalising a comprehensive MEL plan and routine monitoring system, designed to track both output and outcome indicators.</li> <li>• Experience in capacity building, training and mentoring, including facilitating and managing MEL workshops and participatory events.</li> <li>• Experience commissioning evaluations and / or research projects.</li> <li>• Experience of setting up online management information systems /data bases.</li> <li>• Experience of developing MEL systems and tools at organisational level.</li> <li>• Experience in gender, equity and social inclusion in relation to MEL.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of working with health workers in clinical settings in LMICs</li> <li>• Experience of developing MEL frameworks for advocacy projects</li> <li>• Experience of managing research projects</li> </ul> |
| <b>Knowledge</b>      | <ul style="list-style-type: none"> <li>• Strong conceptual knowledge about theories of change, results frameworks, indicator development and reporting, data quality assurance, mobile data collection, and identifying lessons learned.</li> <li>• Understanding of global health and health system strengthening.</li> <li>• Knowledge of current best practices and thinking in MEL.</li> </ul>  | <ul style="list-style-type: none"> <li>• Knowledge of the UK health sector.</li> <li>• Knowledge and understanding of health partnerships</li> </ul>   |



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**Skills & Abilities**

- Quantitative data background and expertise – study design, tool design, data management, analysis, and presentation of findings.
  - Qualitative data background and experience in qualitative and participatory approaches to MEL, qualitative data collection (focus group discussion and interviews), data analysis and presentation.
  - Competent in conducting MEL training non-specialists in monitoring and evaluation.
  - Excellent written and verbal communication.
  - Good interpersonal skills; ability to work with senior staff from diverse organisations.
  - Work effectively with programme and MEL colleagues across a range of countries, using a flexible, solution-oriented approach to support teams in the design and implementation of programme/project MEL.
  - Able to contribute to budget planning and management.
  - Skilled user of IT, including Word and Excel.
  - Excellent organisational and administrative ability.
  - Commitment to THET's ethos and values.
  - Ability to travel within UK and overseas.
  - Ability to respond flexibly in the context of working within a small organisation.
- Competent to mentor and coach non-specialist colleagues in monitoring and evaluation.



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### What we offer

- Flexible working hours.
- 25 days annual leave plus 3 days winter closure between Christmas and New Year.
- 5% pension contribution when Employee contributes 3%.
- Cycle to work scheme.
- A friendly, supportive work environment.

### How to apply:

To apply for this role please send your CV and a cover letter to jobs@thet.org by midnight on Monday 21<sup>st</sup> November 2022

Interviews will take place on November 28<sup>th</sup> or 29<sup>th</sup>. THET is an equal opportunities employer.

**This post is UK based. Non-EC nationals will require current and valid permission to work in the UK.**

**Commented [KC1]:** Not sure I've noticed this before - is this still the case?! i.e., that EC nationals don't need valid permission...

**Commented [LB2R1]:** Good point, and will ask Linda can you advise. Thank you.