We're hiring!

JOB PACK

Thanks for your interest in working at THET. This job pack provides you with everything you need to know to apply for this role and what it means to work at THET.

MONITORING EVALUATION AND LEARNING MANAGER
About the Tropical Health and Education Trust (THET)

THET is a global health charity working in partnership with governments, health institutions, and international bodies to train health workers and strengthen health systems across 31 countries.

We do this through grants management and capacity building, alongside research, convening and advocacy towards the goal of Universal Health Coverage. 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.

At the heart of our work is vision of a world where everyone has access to healthcare.

Find out more at thet.org
OUR VALUES

1. Partnering through collaboration
2. Partnering with respect
3. Partnering with integrity
4. Partnering through learning
Here are the top four things to be excited about:

- Lead on MEL for a flagship project for the organisation that will involve working with committed health partnerships across an exciting portfolio of work, strengthening health systems and supporting health workers.

- Work with committed and knowledgeable project partners and THET staff across multiple countries.

- Be 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.

- Play significant role in shaping and embedding MEL across the organization.
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<tr>
<th><strong>Hours</strong></th>
<th>37.5 hours per week (100% FTE)</th>
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<tr>
<td><strong>Location</strong></td>
<td>Working from home with access to an office near Liverpool Street, London</td>
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<td><strong>Salary</strong></td>
<td>£40,800 to £47,226 per annum (dependent of experience)</td>
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<td><strong>Key Contact</strong></td>
<td>Senior Management Team, Programmes Team, Country Offices and Consultants, External Engagement Team</td>
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1. Strengthen MEL capacity and effectiveness across THET
   - Provide leadership on the development and implementation for the MEL framework for a major 18-month 3-country grants programme focused on health workforce development. Including:

   - Working closely with partners to complete the design of MEL tools and processes, and provide quality assurance to their operationalisation.
   - Provide capacity development opportunities to grant holders and grant managers.
   - Oversee data collection and reporting.

Work with project partners to implement and oversee operational and thematic learning from the project, and adapting to support key learning themes and priorities as the project progresses. 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 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 practices. 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 and health partnerships 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 REL the development of systems and tools for organizational MEL (e.g., overseeing quarterly reporting of organisational KPIs, designing and piloting 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.

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**
• Where necessary, support partnerships on the design and delivery of 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 REL in 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.
KEY RESPONSIBILITIES

- Identify and implement mechanisms for sharing and disseminating good practices 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. 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.
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<th>Person specification</th>
<th>Essential</th>
<th>Desirable</th>
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<td><strong>Qualifications</strong></td>
<td>Postgraduate degree or professional qualification (or equivalent) in a relevant discipline such as social science, data analysis.</td>
<td>Post-graduate degree in a global health or international development subject.</td>
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| **Experience**       | • 5+ years working on donor funded programmes and projects in LMICs.  
• 5+ years of work experience in MEL.  
• Experience of MEL for complex programmes, including grant management, with use of evidence to inform programming.  
• Experience of proposal development to plan and resource appropriate MEL work.  
• Experience in developing and operationalising a comprehensive MEL plan and routine monitoring system, designed to track both output and outcome indicators.  
• Experience in capacity building, training and mentoring, including facilitating and managing MEL workshops and participatory events.  
• Experience commissioning evaluations and / or research projects.  
• Experience of setting up online management information systems / data bases.  
• Experience of developing MEL systems and tools at organisational level.  
• Experience in gender, equity and social inclusion in relation to MEL. | • Experience of working with health workers in clinical settings in LMICs  
• Experience of developing MEL frameworks for advocacy projects  
• Experience of managing research projects |
### ROLE REQUIREMENTS

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| **Knowledge**        | • Strong conceptual knowledge about theories of change, results frameworks, indicator development and reporting, data quality assurance, mobile data collection, and identifying lessons learned.  
                      | • Understanding of global health and health system strengthening.         | • Knowledge of the UK health sector.                                       |
|                      | • Knowledge of current best practices and thinking in MEL.                | • Knowledge and understanding of health partnerships                      |
| **Skills and 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 to mentor and coach non-specialist colleagues in monitoring and evaluation.  
                           | • 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. |
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| **Skills and Abilities** | • 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. |           |
What we offer:

- Flexible working hours
- Hybrid working arrangements, with access to a coworking space in Liverpool Street
- Enhanced Maternity and Paternity leave benefits
- Confidential Employee Assistance Programme
- 25 days annual leave plus three days off between Christmas and New Year
- Annual learning & development allowance
- 5% employer pension contribution when an 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 Sunday 6th August 2023.

Interviews will take place mid-August.

THET is an equal opportunities employer. This post is UK based. The post-holder will require current and valid permission to work in the UK.