Job Description: MELA Expert (Evaluation)

This role supports the design, implementation and analysis of the Hub's evaluation studies as part of the Monitoring, Evaluation, Learning and Adaptation (MELA) function.

Overview of role

The MELA Expert (Evaluation) contributes to all aspects of the EdTech Hub’s Monitoring, Evaluation, Learning and Adaptation (MELA) function but is primarily responsible for coordinating and conducting evaluation studies against the EdTech Hub strategy, theory of change, and/or logical framework, to support evidence-based decision making and the communication of the Hub results to a wide range of stakeholders.

The role reports directly to the Head of MELA and works closely with key EdTech Hub stakeholders on identifying learning needs, leading the design and management of evaluation studies, collaborating with the MELA Expert (Monitoring) and Hub delivery teams on data collection as part of the evaluation studies, sensemaking findings, reporting requirements and disseminating results.

EdTech Hub seeks to ensure equal opportunities and an inclusive working environment for all staff. Applications are encouraged from all qualified candidates without distinction on grounds of race, sex, age, religion, disability, sexual orientation and gender identity. We embrace diversity and difference. We especially encourage individuals based in low- and middle-income countries to apply.

Contract Term

This is a short-term contract (maternity cover), January to December 2023 with a level of effort of up to 120 days (10 days per month).

The Ed tech Hub is delivered by a consortium of companies based in the UK and US. We accept applications from candidates based across the globe, and encourage applications from our Hub focus countries (Bangladesh, Ghana, Kenya, Pakistan, Sierra Leone and Tanzania) to apply. Inputs will be expected predominantly in line with the UK timezone.
Main Areas of Responsibility

1. **Undertaking meta analyses of evaluation studies conducted**, to derive conclusions about the progress of the Hub against its Strategy and Results Framework, and in turn support the narrative for the annual MELA report as well as Annual Review Self-Assessment.
3. **Supporting review of the Hub theory of change**, including facilitating discussions across Hub delivery teams, integrating feedback and presenting back the revised theory of change.
4. **Implementing the suite of evaluation studies identified for 2023/24**, which would involve working collaboratively with relevant Hub teams on design and implementation of identified evaluation studies. This could include travel to Hub focus countries.
5. **Ad hoc MELA support** as required
6. **Championing the culture of cross-Hub learning**, fostering a learning culture and contributing to knowledge management systems.

Core Skills

The MELA Expert (Evaluation) brings extensive experience of: evaluation, particularly in relation to complex, multiple-country and adaptive programming; a broad range of evaluation methods; and the ability to draw lessons and their implications for improving the effectiveness of the Hub's strategy, operations and theory of change.

Required Skills

- Appropriate post graduate qualification
- 7+ years’ experience of working in international development, including demonstrated experience on leading programme/project evaluations on international programmes.
- Knowledge of quantitative and qualitative evaluation methodologies and proven ability to design and implement evaluation studies.
- Ability to involve other people, harness and build on their ideas and strong interpersonal skills, coupled with ability to influence and advise others.
- Excellent analytical skills with the ability to identify key points from complex material or information.
Excellent writing, editing and communication skills in English.

Ability to work effectively with a wide range of stakeholders from different backgrounds