Job Description

Role Title	Monitoring, evaluation and learning analyst
Job Family & Category	Technical specialists: technical specialist
Team	Insight and evaluation
Line Manager	Monitoring and evaluation manager
New/ Existing Role	Existing
Perm/ Fixed Term	Permanent
Resource and Management Responsibilities	• **Budget/ Equipment Responsibilities:** as required for individual projects. • **People Responsibilities:** none • **Contractor Responsibilities:** as required for individual projects
Job purpose	Effective data collection, data analysis and generation of insights are fundamental to the success of our projects. The role will feed into project design, define how and when data should be collected, work with team members to ensure accurate data is collected in a timely manner, analyse complex data sets and glean insights that can be translated into learnings for our organisation, our partners and our funders. Working with the monitoring and evaluation manager, this role will be responsible for the collection and analysis of quantitative and qualitative data, primarily for the Low Energy Inclusive Appliances (LEIA) programme, funded by UK Aid (through the Transforming Energy Access (TEA) programme) and IKEA Foundation, with a geographical focus on sub-Saharan Africa and South Asia. The purpose of this role is to ensure evidence and impacts are reported in an accurate timely manner to senior team members, project implementers and funders.

Key responsibilities	**Technical project delivery**
	• Lead on developing data tracking tools for both quantitative and qualitative data analysis to measure progress against output and intermediate outcome. e.g. (Excel workbooks, pre and post-assessment tools).
	• Lead on data formulas and data analysis and presenting findings using new creative approaches and thinking outside the box.
	• Proactively support project and programme reporting and reviews to internal and external stakeholders.
	• Design evaluation tools that are smart and effective, to track data and ensure data accuracy and quality.
	• Review and refine project theoretical frameworks as part of the annual reviews process through critical thinking and considering all elements of a theory of change such as causal pathways contribution and attribution methodology, risks and assumptions.
	• Support the implementation of project M&E frameworks, through data analysis of workstream activities and collecting and building the evidence base to ensure the programme is on track for successful delivery.
	• Engage with further projects for the Insight & Evaluation team as requested by your line manager in the event of extra capacity.
	• A willingness to learn about and support our efforts to become a more diverse, inclusive, equitable and sustainable organisation.
	Within one month, you will:
	• Learn about the programmes, partners and delivery team and who we work with, to develop your understanding of our roles and responsibilities.
	• Begin learning from colleagues about the specific projects and activities you will be working on, with the aim of gradually taking more responsibility on projects.
	• Support the MEL team on LEIA coordinate and collect data from workstreams.
	Within three months, you will:
	• Take responsibility for delivering specific tasks on monitoring evaluation and learning within the MEL team and with workstreams in projects, supported by a senior colleague.
	• Establish good working relationships with project contacts.
	• With the support of your line manager, identify any learning and development opportunities to support you in your role.

	Within six months, you will:
	▪ Be able to deliver research and evaluation methodologies to support project delivery, working with colleagues in our team and across the business. ▪ Be able to work independently on surveys, evaluations and lead activities with workstreams. Support report writing while maintaining high quality standards in the work you produce. ▪ Use your own knowledge and experience to identify opportunities to improve how we do things.
Knowledge, skills, and qualifications required	**Essential:** ▪ Track record of delivery in a similar role. ▪ Excellent understanding of M&E approaches and methodologies. ▪ Experience in data analysis and data evaluation using online tools such as NVivo and Power BI and offline tools such as Excel workbooks. ▪ Experience in developing data methodologies and data formulas for contribution and attribution analysis. ▪ High level of written and oral communication skills, with attention to detail; experience in writing reports and presenting for an external audience. ▪ Ability to work in complex, multi-disciplinary teams, and in collaboration with partners and other key stakeholders. ▪ Strong analytical and numerical skills and advanced Excel knowledge. ▪ Highly self-motivated and able to work autonomously, take initiative, analyse and solve complex problems, present and deliver workable solutions and recommend/make decisions. ▪ Excellent organisational and project management skills, ability to prioritise own workload effectively and co-ordinate several projects and tasks in parallel within exacting deadlines. **Desirable:** ▪ Previous experience working with or for international donors/funds. ▪ An understanding of issues relating to energy access in the Global South and/or off-grid and weak-grid technologies and market barriers/solutions with a focus on Sub-Saharan Africa and South Asia. ▪ Experience working on large-scale multi-partner international projects. ▪ Knowledge and experience in the UK Government Magenta Book and international climate finance reporting.