

## Job Vacancy

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<b>Position Title:</b>	<b>Evaluative Learning Manager</b>
<b>Location:</b>	<b>Head Office, 321 Chapel Street, Ottawa, Program Department</b>
<b>Reports To:</b>	<b>Director of Programs</b>
<b>Supervises:</b>	<b>Gender Specialist, Literacy and Education Specialist, Consultants, and Volunteers</b>
<b>Date:</b>	<b>May 2021</b>

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### SUMMARY

CODE is currently developing new systems, process and tools for Evaluative Learning, in order to meet the needs of the growing organization, and addition of new projects. New methodologies for training teachers, and monitoring outcomes of their learning, then further to demonstrate the learning of children are being developed, all done through an Outcome Mapping process. CODE is looking to hire a key member of the team to support, and lead, this process and make significant and lasting impact on the organization and those we seek to support.

Under the direction of CODE's Director of Programs, The **Evaluative Learning Manager** will be the lead focal point for all Evaluative Learning systems, processes, and tools, will be the primary point for all CODE technical aspects dealing with Education, Literacy, Gender, Book Development and Research. The **Evaluative Learning Manager** has the responsibility for overall technical and strategic development, inclusion, and implementation of all stated themes within the organization. **Evaluative Learning Manager** will lead the process for any new project development to ensure that all strategic and technical elements are included in all projects and programs. The **Evaluative Learning Manager** will serve as a key liaison between the country teams and CODE HQ in Ottawa, serving as a champion for the field for all technical issues. The **Evaluative Learning Manager** will work closely with all Program Managers to monitoring program implementation, reporting, as well as pursuing program development opportunities in accordance with CODE's Strategic Plan.

CODE's programs address the severe shortage of qualified educators, drive sustainable change through system reform and put the empowerment of girls and women at the heart of CODE's programs. The **Evaluative Learning Manager** is a core position within the organization towards achieving results in these areas.

### MAJOR RESPONSIBILITIES

#### Evaluative Learning and Monitoring

- Responsible for management of CODE's Evaluative Learning systems, process and tools, including the online M&E system - **LogAlto**
- Utilization of Outcome Mapping processes to show evidence of impact
- Responsible for ensuring CODE key KPIs are monitored on a regular quarterly basis
- Lead and ensure the quality of all monitoring and evaluation and knowledge management components of CODE programming.

- Ensure the integration of monitoring and evaluation activities into all CODE project components.
- Design and coordinate the systematic and standardized collection, analysis, and interpretation of appropriate monitoring and evaluation data
- Ensure timely and complete reporting from in-country implementing partners in accordance with reporting formats, especially supported by education faculties
- Monitor and evaluate progress towards meeting annual work plan objectives and expected outputs and outcomes including selecting progress indicators and monitoring progress in meeting them
- Support the preparation of quarterly progress reports, annual reports, inception reports, ad-hoc technical reports, and success stories in line with the required formats
- Provide quality control for the collection, analysis and reporting of indicator data
- Develops terms of reference for mid-term reviews and final evaluations of projects
- Coordinate monitoring and evaluation capacity building efforts for CODE partners and stakeholders
- Identify, document and disseminate promising practices, in coordination with PMs and country partners
- Support PMs and country partners to utilise monitoring information to improve programming
- Works closely with the Program Managers to ensure day to day monitoring of outputs are being followed and recorded

### **Manages and Coordinates Education, Literacy, Gender, Book Development and Research Technical Aspects**

- In collaboration with Country representatives and Programme Managers coordinates the involvement of all technical volunteers and consultants working with CODE and Country Partners.
- Directly manages 3 technical staff within the Program Department, Education and Literacy Specialist, Gender Specialist, and the Book Development and Research Specialist.
- Working in collaboration with technical experts, is responsible for developing CODE's technical programmatic strategies for Education, Literacy, Gender, and Research
- Responsible for ensuring all technical aspects are integrated within all projects and programs
- Works in close collaboration with the Fund Development team to design new projects and Logical Framework from the very outset of new opportunities being identified.
- In collaboration with Program Managers, develops results-based programs that comply with CODE's policies.
- Working closely with Program Managers, oversees Partners' compliance with CODE's strategies
- Visits Partners and program beneficiaries during overseas missions as a means of direct monitoring of projects and to co-develop new programs.
- Captures best practices and lessons to share with CODE.
- Networks with relevant GAC desks, and other donors, research organizations, education and women's and gender equality organizations to keep informed of policies and practices related to CODE's work.

### **Strategic Development for CODE Programming**

- Supports the process of developing the CODE Strategy, with close relations with the Executive Director, the Management Team, and Program Managers
- Supports the process of development individual CODE Country Strategies, with close relations with the Program Managers, and the Sierra Leone Country Office Team
- Works with all relevant staff to update and report on the CODE Strategy, and review as needed
- Contribute to the development of project proposals with respect to monitoring and evaluation
- Full responsibility to develop Evaluative Learning strategies for all projects and programs, with support from the Program Managers
- Participate on behalf of CODE in appropriate technical meetings and conferences for knowledge dissemination.
- Develop learning for CODE as an organization, as well as, for individual programs to ensure quality and strategic direction is maintained

## Contributes to effective management and functioning of CODE

- Works with members of the Fund Development and Marketing department, Finance department and Executive office to prepare proposals and reports to CODE's individual and institutional donors.
- Writes blogs, articles and other communications pieces for CODE's website, Annual report, newsletters and other communication materials.
- Participates in CODE's staff meetings and represents CODE at relevant meetings, conferences and other fora.
- Performs administrative duties consistent with CODE's corporate policies and practices.

## POSITION QUALIFICATIONS

### *Essential:*

- Commitment to CODE's vision of supporting a sustainable literate environment in the developing world
- Commitment to girls and women's rights and understanding of integrating gender equality in development initiatives
- Advanced degree in monitoring, international development, education or a related field.
- Minimum 10 years of experience working on international development programming (preferably in education and in Africa), as a monitoring specialist
- Knowledge and use of online M&E tools, systems, and software, specifically **LogAlto**
- Extensive knowledge of Outcome Mapping processes and tools
- Extensive knowledge and experience of developing organizational strategies
- Experience with literacy programs in developing country contexts
- Knowledge of teacher education
- Extensive knowledge and experience in developing new projects and programs
- Strong English-language writing skills with experience in proposal and report writing.
- Excellent interpersonal, problem solving and communication skills
- Demonstrated ability to get things done
- Flexibility, with a strong work ethic to accommodate high levels of responsibility and multiple priorities
- Strong work ethic and be able to work as part of a team and independently
- Ability to travel internationally (up to 3 weeks consecutively) 2-4 times per year
- Authorized to work in Canada

### *Desired*

- Experience living and/or working in a developing context
- Experience working on Global Affairs Canada funded projects
- Knowledge of the **LogAlto** online system

**Deadline for applications: Tuesday, June 15, 2021 – applications will be reviewed on a rolling basis.**

Please send cover letter and CV to <https://codecan.applicantstack.com/x/detail/a2h8bz70ocy0?preview=1>

Only those applicants selected for an interview will be notified. We regret we cannot entertain phone calls.

CODE is an equal opportunity employer. Candidates should be legally entitled to work in Canada.

For more information about CODE, visit [www.code.ngo](http://www.code.ngo).