

**Employment Opportunity
External Posting**

**Monitoring, Evaluation and Learning Specialist
The MATCH International Women's Fund**

Position Title: Monitoring, Evaluation and Learning Specialist

Reports to: VP, Global Programs

Language: English, French, Spanish or Arabic desirable

Location: Ottawa

Deadline for Applications: May 6, 2108

BACKGROUND

The MATCH Fund is Canada's first and only international women's fund. We support grassroots women's rights organizations to dismantle barriers, challenge perceptions and, ultimately, transform society. It is an exciting time to join the organization and play a significant role in our growth and development.

As Monitoring, Evaluation and Learning (MEL) Specialist, you will be responsible for key aspects of The MATCH Fund's Monitoring, Evaluation & Learning System. In this position you will contribute to the strengthening and implementation of The MATCH Fund's learning, monitoring, and evaluation strategy and systems across the Fund's portfolio. You will integrate innovative and feminist approaches as much as possible and develop data collection and analysis tools to capture and communicate results and stories of change. You will also work collaboratively with team members in Global Programs, Policy, Communications and Fundraising in this exciting period of growth and transition for the organization.

NATURE AND SCOPE

In the MEL Specialist position, you will play a key role in the design and implementation of an overall monitoring, evaluation and learning system to capture and communicate The MATCH Fund's impact as a grant-maker at the intersection of women's rights and innovation. Under the supervision of the VP, Global Programs, this position will develop the relevant data collection and analysis tools to improve the Fund's ability to track and measure progress and carry out program data coding and analysis on an ongoing basis. You will also prepare reports for internal and external use and document stories of change highlighting innovation and creativity of women's rights organizations at the grassroots. One of the very exciting aspects of this job, is the opportunity to develop and test innovative approaches to collect quality monitoring and learning information. In addition, this position is expected to play a key role in collaboration with other women's funds to support advocacy and increased understanding about the women's fund vision and

model. You need to be an entrepreneurial, results oriented individual with leadership qualities and a disposition to tackle issues in non-traditional ways.

KEY RESPONSIBILITIES

Program Monitoring Evaluation and Learning (60%):

- Develop and implement a comprehensive system for The MATCH Fund's monitoring, evaluation and learning needs across restricted and unrestricted grant-making portfolios/programs
- Develop data collection, analysis and management tools and carry out data coding and analysis on an ongoing basis using data base software or other systems
- Foster experimentation and the use of innovative methods (video and audio, social media tracking) to collect quality monitoring information in non-traditional and less burdensome ways
- Work with Global Programs staff to support grantee partners in documenting progress, lessons learned, and success stories about how women's rights organizations are innovating at the grassroots level
- Support knowledge building and learning projects related to understanding the Fund's role, impact and contribution to change
- Support other program management and compliance processes as needed

Support to Storytelling, Donor Reporting and Proposal Development (20%):

- Produce/contribute to reports illustrating The MATCH Fund's impact for a range of stakeholders (donor reports, concept notes, annual reports, media articles and so on)
- Support The MATCH Fund's thought leadership in the philanthropic space by contributing data and analysis to reports/materials making the case for the women's fund model

Grantee Partner Engagement (10%):

- Work closely with Global Programs staff to design monitoring and learning visits and support for grantees as required
- Support the annual renewal process for The MATCH Fund's grantee partners, working with Global Programs team to assess progress based on grantee reporting

Collaboration with other women's funds as MEL Expert (10%)

- Contribute to the design and implementation of collaborative initiatives to advance the 'proof of concept' of women's funds and the effectiveness of their model
- Participate in women's funds Monitoring, Evaluation and Learning working groups and community of practice
- Represent The MATCH Fund at meetings and convenings

QUALIFICATIONS AND COMPETENCIES

- University degree in women's studies, human rights, international development, or related field. University-level academic or professional training in program monitoring and evaluation considered an asset;
- A 3-5 years' work experience in monitoring, evaluation and learning in social justice, human rights, grant-making or international development organizations
- Demonstrated experience with diverse monitoring and evaluation methods, including feminist methods and innovative approaches. Experience with database design and use, data processing and analysis is definitely an asset;
- Strong understanding of feminist issues, advocacy, movement building challenges and/or funding environment facing women's rights organizations in the global South
- Excellent verbal and written communication skills in English. Fluency in a second language (French, Spanish, Arabic) is a strong asset;
- Demonstrated experience with donor reporting and strong report writing skills;
- Demonstrated capacity to work both in a self-directed manner and collaboratively with team members, grantees and other stakeholders;
- Strong analytical, communication and problem solving skills and attention to detail;
- Ability to work within a diverse team and with communities from politically and culturally diverse backgrounds

How to Apply:

Please submit your CV and cover letter quoting "MEL Specialist" to recruitment@matchinternational.org by MAY 6, 2018.

Only candidates selected for an interview will be contacted. We welcome and encourage applications from people of all abilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.