

## **SEARCH FOR COMMON GROUND**

### **Design, Monitoring and Evaluation Specialist**

Based in Washington, DC

#### **Job Description / Announcement**

##### **The Organization**

Search for Common Ground (SFCG) is an international non-profit organization that promotes peaceful resolution of conflict. With headquarters in Washington, DC and a European office in Brussels, Belgium, SFCG's mission is to transform how individuals, organizations, and governments deal with conflict - away from adversarial approaches and toward cooperative solutions. SFCG seeks to help conflicting parties understand their differences and act on their commonalities. With a total of approximately 380 staff worldwide, SFCG implements projects from 28 offices in 24 countries, including in Asia, Europe, the Middle East, the United States and nine African countries. The organization is an exciting and rewarding place to work, with a dedicated and enthusiastic staff who love their work. You will be joining a highly motivated staff with a good team spirit and there will be opportunities to grow in the role.

##### **Institutional Learning Team**

The Institutional Learning Team (ILT) was set up in 2002 with the aim of supporting SFCG as a learning organization by enhancing the effectiveness of SFCG's programming through a commitment to excellence in monitoring and evaluation, and through continuous learning institutionally and within related fields. The Institutional Learning Team comprises the Director of Institutional Learning, DM& Specialist based in Washington DC (the post advertised), a DM&E Specialist based in Senegal, and a Learning and MENA Region Program Specialist.

##### **Summary of Position**

The Design, Monitoring and Evaluation (DM&E) Specialist is responsible for providing leadership and technical support on design, monitoring and evaluation across the organization, including managing and supervising DM&E Interns and DM&E staff. The Design, Monitoring and Evaluation Specialist reports to the Director of the Institutional Learning Team. The position is based in Washington, DC.

##### **Responsibilities**

Key responsibilities and specific duties include, but are not limited to:

- Oversee ongoing capacity-building efforts in national staff members particularly in areas of program and budget management;
- Develop organization-wide DM&E tools, systems and processes that increase the effectiveness and accountability of our projects;
  - Provide leadership in the development of monitoring systems across the organization, which includes the development of common indicators, tools and processes
  - Work with our programs to undertake baseline studies, mid-term evaluations and final evaluations where donors permit
  - Analyze data collected by the different programs and share the information with Senior Management and other key stakeholders within SFCG
  - Provide leadership and support in the development of the organization's conceptual framework and theories of change
  - Keep up to date with funder requirements and thinking in terms of DM&E and developments in the use of indicators, tools, etc. and provide feedback to the organization
- Support the different field programs to strategize, develop and implement their own DM&E plans, systems and processes, including providing technical assistance;
  - Support the Country and Regional Directors in developing and implementing their DM&E strategies, including their monitoring systems, and the collection, analysis and use of data
  - Provide coaching and support to DM&E Coordinators across the organization

- Provide support and advice to research projects across the organization
- Ensure the development of DM&E capacity across the organization and facilitate organizational learning and the sharing of lessons learned on DM&E across programs;
  - Facilitate cross-organizational learning, which includes providing information, guidelines, lessons learned, and user-friendly learning tools on DM&E on the Institutional Learning Team Intranet website
  - Provide orientation and technical training on DM&E concepts and tools to all SFCG staff, at headquarters and at the field offices
- Ensure the financial sustainability of the DM&E Department, in collaboration with the ILT Director;
  - Conduct fundraising for and management of any DM&E-specific projects
- Lead on the development of the Learning Portal for DM&E for Peacebuilding (a DFID funded project to establish an online community of DM&E practice for peacebuilding)
- Seek out and manage partnerships with academic institutions that can provide the organization with tools and analysis as well as academic recognition;
- Recruit and supervise appropriate DM&E consultants for specific projects;
- Contribute to the professional development of headquarters staff and Interns;
- Actively support the recruitment of DM&E staff in the field and other staff with DM&E roles;
- Attend DM&E events, conferences, and meetings to keep up to date and maintain relationships; and
- Be directly engaged in the continuing development of the organization, its mission and its staff, through the sharing of experience and knowledge, particularly contributing to its Institutional Learning efforts

**As job descriptions cannot be exhaustive, the position holder may be required to undertake other duties that are broadly in line with the above key duties.**

### **Minimum Qualifications**

#### *Essential:*

- Minimum of five (5) years of work experience in design, monitoring and evaluation methodologies
- At least two (2) years of field-based data collection and analysis experience
- Bachelor's Degree in a related area required (Master's degree preferred)
- Demonstrated technical capacity to provide support and guidance to project staff on design, monitoring and evaluation
- Experience in designing M&E organization-wide systems
- Experience in designing M&E methodologies and tools and the ability to coach and train others in their use
- Demonstrated capacity to coordinate evaluations, including experience developing evaluation terms of reference and recruiting and managing consultants
- Proven experience with the logical framework approach
- Demonstrated capacity to coordinate evaluations, including experience developing evaluation terms of reference and recruiting and managing consultants
- Extensive knowledge of logical framework and results framework planning and evaluation methodologies and the ability to coach and train others in their use
- Excellent interpersonal and networking skills, as well as the ability to conduct professional relationships
- High standards of integrity, professionalism, and impartiality
- Able to work independently and effectively in a team environment
- Detail-oriented and highly organized, with a proactive approach
- Ability to multi-task and work to meet tight deadlines
- Proficient in use of Microsoft Word, PowerPoint, and Excel, as well as web browsers
- Excellent ability to communicate effectively in English, both verbally and in writing
- Proficiency in French
- Ability to travel (15-20%)

#### *Highly Desirable:*

- Prior experience as a trainer
- Knowledge of participatory methods in M&E

- Knowledge of media and/or social change M&E
- Experience working internationally and specifically in conflict/fragile state environments
- Knowledge of data analysis software (e.g. SAS, SPSS)

**Salary:** Commensurate with experience and education, with excellent benefits

**To Apply:** Please send a cover letter and resume to [employment@sfcg.org](mailto:employment@sfcg.org) or fax to +1 (202) 232-6718 with the subject heading: *Design, Monitoring & Evaluation Specialist*. Please be sure to include minimum salary requirements (in currency figures) or current salary, projected start date, and to mention where you found this posting. *No phone calls please*. Only applicants invited for an interview will be contacted. Please see our web site [www.sfcg.org](http://www.sfcg.org) for full details of our work.