Programme Evaluation Lead – AIIB Special Fund
UK Prosperity Fund - Evaluation & Learning Team
Based in UK with up to 30% Travel
Open to candidates interested in fixed term / consultancy roles

Background
The Programme Evaluation Lead will help to deliver the Evaluation and Learning (E&L) contract for the UK’s Cross-Governmental Prosperity Fund (PF). The UK Prosperity Fund is a £1.2 billion facility that aims to promote economic growth and reduce poverty in developing countries. The four year E&L contract is managed by the Joint Funds Unit (JFU), based in the Foreign & Commonwealth Office (FCO), and delivered by a consortium of three companies – WYG, Integrity and LTS-NIRAS.

The evaluation of the PF consists of programme, sector and thematic evaluation studies that contribute to an overall Fund-level evaluation report. The Programme Evaluation Lead will lead the annual evaluation an individual PF programme – the Asian Infrastructure Investment Bank (AIIB) Special Fund. The AIIB is a multilateral development bank based in Beijing, focused on financing infrastructure projects in Asia. The Special Fund is a project preparation fund established to provide internationally procured technical assistance and consultancy to help potential borrowers in Asian developing countries prepare high-quality infrastructure projects.

PF programme evaluations provide stakeholders (including Programme Managers and their Senior Responsible Officers) with information on the performance of the programme in question. They also provide information on how portfolios of projects within programmes contribute to the output-intermediate outcome pathways in the Fund Theory of Change (ToC).

The Programme Evaluation Lead is line managed by their respective Sector Lead.

Overall responsibilities
- Develop relationships with the Programme Manager, Senior Responsible Officer and other key stakeholders to understand their programme evaluation priorities and learning needs, and the ways in which the programme evaluation can help address these.
- Work closely with the Technical Lead and other Programme Evaluation Leads1 to align the approach and delivery of the programme evaluation with sector and fund syntheses.
- Work closely with thematic experts to ensure key cross-cutting thematic issues (e.g. gender and inclusion) are adequately addressed in the programme evaluation, e.g. through identification of appropriate case studies on these issues.
- Work closely with the Learning Lead to ensure that learning processes are integrated into programme evaluation work at all stages.
- Oversee programme evaluation team communication with key stakeholders to ensure shared and consistent messages.
- Lead the programme evaluation team, focusing on a technical quality and robust delivery of the evaluation.
- Lead the writing of the annual Programme Approach Papers and Evaluation Reports

Specific responsibilities:
A. Lead programme evaluation design, including understanding stakeholder evaluation and learning needs and opportunities
• Work alongside the Relationship Manager\(^2\) and other senior E\&L team members to map and engage the relevant stakeholders to assess their evaluation and learning priorities and preferences and understand the wider context.
• Ensure that the Programme Approach Paper and Evaluation Report comply with EQUALs requirements\(^3\).
• Work with the Technical Lead (Programmes & Families) to ensure any relevant family evaluation issues are integrated into the programme evaluation.

**B. Design and oversee data collection processes for the evaluation**
• Review the existing evidence base for the programme Theory of Change, including the assumptions and casual pathways, and gather additional data were required.
• Lead primary data collection, including assuring the quality of data collected by other team members.
• Map and review available secondary data, including programme level data collected by the Monitoring & Reporting (MR) team.

**C. Lead programme evaluation analysis and reporting**
• Lead the programme evaluation reporting process, including the production of an evaluation report each year.
• Oversee and quality assure data analysis by evaluation team members

**D. Support the E\&L Team's Learning Strategy and Plan**
• Work with the Learning Team to promote learning from the programme evaluation process among stakeholders.
• Define relevant knowledge products and produce these in collaboration with the Learning Team.

**E. Oversee communication with key stakeholders to ensure shared and consistent messages, action on feedback, and risk management**
• Follow the communications strategy of the E\&L team, including presentational quality and branding.
• Keep stakeholders and the E\&L Team updated on any delays or changes in the planned approach.

**F. Team leadership and Management**
• Manage other evaluation team members, including short term technical advisers.
• Develop and track activity-based workplans

**Person specification:**

**Essential**
• 10+ years’ experience (with at least 2 years in senior roles) in evaluation, including theory-based evaluations with a utilisation and learning focus. The ideal candidate will have experience using contribution analysis and related approaches.
• Expertise in the design and use of qualitative data collection tools, especially key informant interviews and focus group discussions.
• Sound quantitative analysis skills, particularly in the analysis of secondary datasets.
• Experience as lead writer of accessible and user-friendly evaluation reports.

\(^2\) A relationship manager for ongoing liaison with the programme in question will be appointed. This may be the Programme Evaluation Lead themselves, or a more junior member of the programme evaluation team.

\(^3\) A modified version of the EQUALs template has been developed for PF evaluations
• Management of evaluation teams, work plans and client interaction.
• Curiosity and drive to understand the diverse learning needs and opportunities of different stakeholders and reflect these within the programme evaluation approach.
• Confidence to engage with senior level stakeholders in the UK and in HMG country offices.

Experience specific to this PF programme - AIIB Special Fund
• Experience in evaluating upstream infrastructure initiatives, including infrastructure project preparation facilities
• Experience evaluating development finance provided by multilateral development banks (MDBs)

Preferable
• Experience of working in Middle Income Countries.
• Experience of designing and delivering portfolio evaluations.
• Experience of working with and delivering evaluation services to HM Government.
• Master’s degree or higher in a relevant subject such as economics, political science, international relations, sociology, social anthropology, international development.