



JOB DESCRIPTION

Job Title	Head of Impact
Reports to	Director of Programmes
Management Responsibility	Senior Impact Officer and one other staff member
Job location	London, the Hague, or any of Alert's registered country offices within four time zones hours of London (Mali, Nigeria, DRC, Kenya, Tunisia, Lebanon, Rwanda)
Grade	2
Contract Duration	Permanent

Job Purpose

At International Alert we are establishing a new Impact team, to oversee the organisation's impact assessment, and provide technical support to our evaluation and research. The Head of Impact will establish the team and build on our existing monitoring and evaluation (M&E) practice to establish new systems, and improve on and streamline our approaches.

The Head of Impact leads International Alert's Impact team, responsible for ensuring our monitoring, evaluation and research is rigorous, high-quality and fit for purpose. The postholder is also responsible for our organisational approach to impact assessment, developing a common framework and tools to enable us to plan for, measure and disseminate the impact of our peacebuilding work. The postholder and their team provide technical advice on appropriate monitoring, evaluation and research methodologies to country and thematic teams. They develop tools that guide how we monitor and evaluate our work, and rolls out institutional processes to ensure we use a common standard, responsive to individual programme needs. The Head of Impact works closely with country teams, convening a network of monitoring and evaluation (M&E) staff across the organisation, building a common approach, sharing experiences and developing in-country capacity. The postholder works closely with our Peacebuilding Advisory Unit and Head of Training and Learning, to ensure our M&E approaches are integrated with our technical and organisational learning processes.

In overseeing our organisational approach to impact assessment, the Head of Impact will lead a process to deepen our organisational Theory of Change and develop organisational indicators, which will provide the framework for planning and measuring impact of our peacebuilding work globally. They oversee our bi-annual organisational Outcome Harvesting reflection processes, and coordinate with Communications and Fundraising teams to enable us to use these insights in external engagement. The postholder does not undertake evaluations themselves, but will support country teams to recruit specialist staff or procure consultants to undertake project or programme evaluations. Their team is the focal point for

engagement with peers and other stakeholders in improving the quality of monitoring and evaluation of peacebuilding.

Duties and Responsibilities

Monitoring and Evaluation

- Lead the development and implementation of common Alert M&E tools and resources, including drawing on global best practice to develop new resources when needed.
- Lead the team to support country programmes, through their M&E lead where present, to ensure that all projects have clear theories of change; realistic, quality peacebuilding outcomes and appropriately resourced M&E plans for proposals in development.
- Support country programmes to establish appropriate monitoring systems at both project and programme level.
- Advise and support country teams on the procurement of evaluators or recruitment of in-country M&E staff.
- Convene the network of M&E leads across Alert's programmes, to enable roll out of agreed organisational approaches to M&E, sharing of experiences, learning opportunities and peer support.
- Support capacity building of country programme Alert M&E staff, by providing focussed trainings, inductions, and individual advice.
- Work with colleagues in the Peacebuilding Advisory Unit to ensure our monitoring and evaluation methodologies are conflict- and gender-sensitive.

Research

- Lead the team to provide technical advice to Alert staff undertaking or commissioning research, including through developing common Alert research tools and resources, to support improvements in Alert's research to examine key peacebuilding issues.
- Build the capacity of Alert staff to undertake high quality, rigorous research, including training in designing research, data collection (using a range of methods), analysis and dissemination.
- Support teams in procuring research consultants, including developing standard terms of reference and reviewing proposals.
- Support the Director of Programmes to develop a research strategy for the organisation, to underpin peacebuilding practice and innovation, and position ourselves as evidence-based thought leaders in the sector.

Impact assessment

- Lead a process to deepen our organisational Theory of Change and organisational indicators, to form the basis of cross-organisational peacebuilding programming planning and impact assessment.
- Oversee the biannual Outcome Harvesting process across the organisation, ensuring teams have the necessary resources to undertake reflection sessions; collate and analyse the data, and collaborate with PAU, Resource Development and Comms on how to share the insights in impactful stories.
- Play a leading role in reporting our organisational impact to core donors and in our annual report.
- Work with Comms, Resource Development and PAU to develop engaging stories from our M&E data, including contributing to our annual reporting.

Management and representation

- Manage up to two Impact team staff, providing support, encouragement and performance management. Provide opportunities for staff to learn and develop, and monitor staff's progress in capacity, knowledge and insight as well as in performance and skill.
- Manage the Impact team budget, ensuring that budgets and forecasts are realistic and accurate.
- Support teams to adequate budget for M&E or research, to ensure good quality outputs.
- Join external communities of M&E and research practice to keep up to date with sector developments, draw on best practice and showcase Alert's approach to peacebuilding evaluation and research.
- Serve as Alert's focal point for aid transparency and related initiatives.
- Develop connections with academic and other research organisation with the view to

<p>submit joint bids for peacebuilding research.</p> <ul style="list-style-type: none"> • Contribute to internal communications and knowledge management and participate in organisation-wide events and discussions. • Occasionally supervise volunteers and monitor the work of consultants as required. • Undertake any other tasks commensurate with the role, as required by the Director of Programmes.
<p>Travel requirements</p>
<p>The post holder will travel to country offices two to four times per year, for one to two weeks at a time, and may also undertake visits to donor offices and events in Europe and north America.</p>

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

<p>Talents</p>
<p>At Alert, we have introduced Talent Management to our business model as we believe talented people are crucial to the success of our work. We believe all individuals are talented and success comes in matching the right talents to the right roles. For this role, the skills, qualifications and experience listed below are important, but we believe that to be great in this job you are likely, first and foremost, to have a talent for working with others to develop, frame and communicate conceptual and practical ideas for measuring the impact of peacebuilding. This is what we will be looking for above all else.</p>

Graduate or post-graduate degree in a relevant discipline, including training on research or evaluation methodologies.
Thorough knowledge of strategic, organisational and project monitoring and evaluation approaches and methodologies.
Significant experience developing theories of change, indicators and logical frameworks for international development or peacebuilding projects and programmes.
Understanding of peacebuilding and conflict transformation.
Experience developing and implementing monitoring and evaluation systems for an organisation.
Experience undertaking monitoring and evaluation in complex settings (such as fragile states)
A strong understanding of current trends in M&E for international development, including using participatory M&E approaches that enable for staff, partners and participants to jointly reflect on the impact of their work.
Substantial experience working remotely with country teams, supporting and building capacity of others to undertake or plan monitoring and evaluation.
Strong project management and cross-organisational coordination experience.
Exceptionally clear and concise writing style, including ability to simplify and explain technical issues; strong summarising and editing skills.
Experience managing staff, volunteers or consultants.
Experience of building formal and informal networks.
Experience facilitating workshops, trainings and events, including remotely and with people with diverse first languages.
Fluent written and spoken English; excellent analytic and report writing skills and persuasive oral communicate.
Excellent interpersonal skills and ability to engage with a wide spectrum of actors, including staff at all levels, partners, peers and donors.
IT literate, including experience using Excel for budgeting, and using databases.

A collaborative team player as well as a self-starter with initiative and the ability to work alone.
An eye for detail and accuracy and an ability to balance competing demands.
Existing permanent right to work in the country in which you wish to be based, in which Alert has a registered office (DRC, Kenya, Lebanon, Mali, Netherlands, Nigeria, Rwanda, Tunisia, UK).

DESIRABLE REQUIREMENTS

Fluent written and spoken French or Russian.
Experience facilitating and coordinating Outcome Harvesting for an organisation.
A strong understanding of current M&E trends in peacebuilding.
An understanding of gender-sensitive approaches to monitoring and evaluation and the challenges of practical implementation.
Experience living and working in a developing or conflict-affected country.