

Terms of Reference

Senior Manager - Monitoring, Evaluation and Learning (MEL)

Designation/Title	Senior Manager-Monitoring, Evaluation and Learning (MEL)
Reporting	Under the overall direction of the Executive Director
Direct Reporting	Director Advocacy and Strategic Partnerships
Reporting Area	All matters relating to MEL & knowledge management
Direct Reportees	Lead- MEL, Officers, Associates-IKM team
Works closely with	ED, SMT, and Senior Managers Grants Strategy
Location	Works virtually

Overview of Organisation

Women's Fund Asia (WFA) is a regional women's fund, committed to supporting women, girls, trans, and intersex people-led interventions, to enhance and strengthen their access to human rights. WFA provides sustainable and flexible funding and resources to support the leadership of women, girls, trans, and intersex activists and groups who work at local, national, and regional levels for human rights. The Fund started in 2004 as the South Asia Women's Fund (SAWF), operating in Bangladesh, India, Nepal, Pakistan, and Sri Lanka. In 2016, the organisation undertook an intense process of review and consultations, and it was relaunched as Women's Fund Asia on 8 March 2018.

Summary of the Role

The Senior Manager - MEL is responsible for providing overall leadership, coordination and technical supervision of the monitoring, evaluation and learning strategies for

WFA. She/They will also lead the continuing refinement of WFA's institutional outcomes and indicators (part of its theory of change), M&E System and institutional learning framework, and other relevant programmatic design and implementation strategies. The Senior Manager will also lead the compilation and publication of research studies relevant to WFA's mandate and lead all internal and external reviews and evaluations. The Senior Manager will work with the team to conduct regular data quality assessments. The Senior Manager will report to the Executive Director (ED) and work closely with the Senior Management Team(SMT) to ensure that WFA fulfils its mandate.

This TOR also serves across Women's Fund Asia Limited (WFAL), which is an Australian registered entity and its administration, governance and operations will be taken care of by the Executive Team of WFA.

Responsibilities

1. Monitoring, Evaluation & Learning

- a. Create and implement meaningful metrics to evaluate the progress on outcomes as outlined in WFA's strategic plan, theory of change and learning frameworkLead the implementation and strengthening of the institutional learning plan, including leading the implementation of a robust learning agenda for continuous learning and adaptation in WFA.
- b. In collaboration with the Grants Team Managers, lead the development of a monitoring framework and associated tools and approaches that will effectively measure collective (and individual) progress across WFA's grantee portfolio.
- c. In collaboration with the Advocacy and Strategic Partnerships Teamlead the development of a monitoring and learning framework and associated tools and approaches that will effectively measure institutional progress towards WFA's advocacy outcomes. Creating a Community of Practice (COP) within

the WFA grantee portfolio that facilitates a participatory process strengthens the MEL capacity and frameworks of both WFA and its partners.

- d. Work with the grants team to provide guidance to grantees on ways to identify and document learning using different methodologies. This includes capturing insights on critical pathways of change, on impact, as well as where things have not worked.
- e. Provide oversight to the generation, collation and documentation of evidence produced by grantee partners for inclusion in WFA's various progress reports to the donors, and annual reports.
- f. Lead and coordinate all evaluations and reviews, both internal and external

2. MEL within the Consortiums

- a. Represent WFA in all MEL working groups of the various consortiums it is part of.
- b. In collaboration with other Consortium partners, capture insights aimed at measuring the Consortium's impact and highlighting the contributions made by WFA.

3. Knowledge Building and Learning

- a. Oversee the research and publication of knowledge products that document WFA's achievements and contributions to feminist movement building and resource justice. This includes reviewing the existing body of evidence related to knowledge generation, dissemination and utilisation of knowledge products within WFA.
- b. Ensure data quality and standards of partners' deliverables, including their outputs, and narrative reports.
- c. Promote evidence-based programming by identifying data and knowledge gaps.
- d. Actively participate in external collaborations (such as with other feminist and women's funds) and research that emphasises the importance of resource

justice.

- e. In collaboration with IT staff and the SMT, assess, decide and supervise the implementation of robust approaches to implement technology solutions for information and knowledge management.
- f. Lead the formulation and periodic update of knowledge management policies, guidelines and processes.

4. Organisational Processes, Management and Leadership

- a. Manage and support the Thematic Leads for MEL, Associates, providing regular feedback on performance relative to WFA's overall outcomes.
- b. Oversee the development and management of the MEL budgets, including approving expenditures in accordance with the approved budget and established policies.
- c. Foster the culture of informed strategic decision-making and continuous learning, drawing from relevant good practices
- d. Other duties as assigned.

Knowledge & Skills Required

- University degree in social sciences, women's rights, international development, or other related fields.
- At least 8-10 years of experience working in Impact assessment, undertaking monitoring and evaluations and knowledge management in regional organisations. Experience with women's rights, human rights and other social justice organisations will be considered an added value. tanks/research organisations. Experience in feminist MEL will be considered an added value.
- Demonstrated leadership skills with proven ability to provide leadership to a team and to work in a team environment.
- Minimum of 4 years of managerial/supervisory/personnel management experience with proven ability to supervise and mentor staff, engage staff members and inspire credibility, confidence and build consensus.

- An understanding of WFA's mission.
- Ability to communicate well in English and one other regional language; fluency in more than one regional language is an asset.
- Excellent project management skills with attention to detail and ability to multitask, manage competing priorities, and meet deadlines. Strong financial acumen.
- Ability to work independently and be self-motivated.
- Ability to work with mutual respect with different nationalities and communities in an international and multicultural environment.
- Able to travel locally, regionally and internationally.

Terms and Conditions

1. Once selected, a renewable contract syncing with WFA's fiscal year (April - March) will be issued. Ability to join immediately is required (within a month of the offer email).
2. The remuneration for the position is between USD 3800-4200. In case the individual is based out of home, then an office-running stipend will be provided. The remuneration will be commensurate with work experience and skills. The taxes will apply as per the laws of the land where WFA has its registered offices.
3. There will be a six-month probation period, during which the contract can be concluded through a notice of 7 working days on either side. The incumbent will be internally evaluated before being confirmed. After confirmation, the contract can be concluded by a notice of 22 working days or a salary of 22 working days in lieu of notice.
4. Once confirmed, there will be an annual performance evaluation every March, a month before a new contract is issued in April. The entitlement to leaves and medical benefits will also apply as per the HR Manual.
5. There is no obligation on the part of WFA to offer a new contract upon the conclusion of the present contract, as WFA's human resource requirement is

- contingent on access to, availability, adequacy, the purpose of and timing of donor funds.
6. The organisation has zero tolerance for sexual harassment at the workplace; as well as any form of discrimination on any grounds including but not limited to sex, gender, sexual orientation, class, caste, race, and/or disability; the practice of which could result in immediate termination with no compensation, reference, or experience certificates. The impact of sound judgement, decision-making, and management/leadership in this job function is of utmost importance to the organisation and its overall ongoing success.