



JOB AND PERSON SPECIFICATION

Job Title: Adviser, Evaluation and Learning
Division: Strategy, Portfolio and Partnerships
Grade: F

Reports To: Head of Strategy, Learning and Innovations

General Information

The Strategy, Portfolio and Partnerships (SPP) Division is part of the Secretary-General's Office. It has a four-fold role. Firstly, it supports the Secretary-General in devising strategies, policies and innovative institutional mechanisms and practices to implement the Secretariat's programme of work as mandated by member governments. Secondly, it puts together the Strategic and Delivery Plans and ensures programme quality and coherence through monitoring, evaluation, learning and organisational reporting. Thirdly, it leads on developing international and Commonwealth partnerships and assists in mobilising resources. Fourthly, it manages the Secretariat's relationship with member states and functions as the Secretariat to the Governing Bodies of the Commonwealth (Board of Governors, Executive Committee, Accreditation Committee and other ad-hoc Working Groups).

The Division's structure reflects these responsibilities, being broken down into Strategy, Innovation and Learning; Portfolio Management; Partnerships; and, Governance. The SPP Division interacts internally with all Secretariat teams and externally with representatives of member governments to pursue its responsibilities.

Job Summary

Working with the Strategy, Learning and Innovations Team, the successful applicant will play a major role in managing the evaluation and learning programme of the Secretariat. S/he will be responsible to ensure that high standard evaluation studies are conducted for accountability to member states as well as for organisational learning; Key findings and learnings embedded and adjustments made in project/programme design and implementation; and Support provided to Directorates in following up evaluation recommendations. In collaboration with programme Directorates, the post holder will also: ensure that evaluation, learning and innovation platforms are established and maintained anchoring the engagements on evaluation findings, organisational learning and innovative research, that includes coordination of learning events such as conferences, symposiums, workshops and reviews; Support the adjustments or improvements to the Performance measurement frameworks; and assist in promoting a culture of Results Based Management within the Secretariat.

Task description

The post-holder will be responsible the following areas of work:

A. Evaluation

1. Design, plan and implement the Secretariat's evaluation programme in line with the evaluation strategy, ensuring the independence of evaluation studies within the organisation;
2. Manage independent evaluation studies, representing the Secretariat in member states, overseeing the independence and rigour of the evaluation studies conducted, including managing the effective procurement process of independent evaluators, and supporting the delivery of evaluations;
3. Lead on the Secretariat's internal evaluation studies and programme reviews, conduct and manage internal evaluation studies;
4. Advise and collaborate with all Divisions on evaluation studies, supporting all relevant teams on consistent and rigorous follow-up and implementation of evaluation recommendations, while analysing and reporting on outcomes of evaluations on organisational performance;
5. Establish and maintain a database of evaluation evidence on all programme areas, linking monitoring, reviews, evaluations processes and information/data flow, while identifying evidence gaps that feed into the evaluation plan;
6. Provide senior management and Directorates with evaluation evidence for decision making, ensuring summative evaluation data and information on countries/regions and thematic areas is presented and accessible;
7. Undertake research on up-to-date evaluation methodologies, building on the rigour in the Secretariat's evaluations, evaluative monitoring and internal review processes;
8. Advise the Secretariat on evaluation standards and conduct quality assessment of evaluation studies in line with international principles and Secretariats' quality assessment framework;

B. Learning

9. Develop and implement the organisational learning strategy; Establish and maintain evaluation and learning platforms anchoring the engagements on evaluation findings, organisational learning and innovative research, including facilitating the programmes of Internal evaluation and learning review groups and external peer review group;
10. Facilitate programme and project reviews, stakeholder engagement, ensuring

lessons from evaluation are embedded in programme management, as well as establish and maintain an organisational lessons bank;

11. Establish and maintain linkages with Commonwealth Networks and experts within the Commonwealth on priority areas as a key resource as well as a mechanism for engagement and dissemination of evaluation findings and organisational learning; and coordinate organisational learning events, including conferences, seminars and symposiums;
12. Facilitate the development and introduction of knowledge sharing and management systems, processes, and practices for implementation across the Secretariat and promote a learning culture within the Secretariat that is inclusive, creative and forward thinking;
13. Strengthen the Secretariat's evaluation and learning capacity, leading on capacity development approaches on quality, monitoring, evaluation and reporting;

C. Other

14. Support organisational strategy development and support planning and implementation of organisational innovations programme;
15. Assist in promoting a culture of Results Based Management within the Secretariat and the adjustments or improvements to the Performance measurement frameworks;
16. Assist with the organisation of important and relevant Commonwealth events that require specific evaluation and learning inputs and interventions;
17. Assist in monitoring and reviewing developments in the Commonwealth and wider world with a view to assisting governments to ensure that the Commonwealth remains relevant globally. Undertake research on issues of importance to the Secretariat or the Commonwealth more broadly.
18. Adhere to the Gender Equality values of the Commonwealth as enshrined in the Commonwealth Charter and Secretariat's Gender Equality Policy; and,
19. Perform any other duties that may be required from time to time.

Person Specification

Education

- A post-graduate degree in Management, Public Policy, Strategy, International Relations, Development Studies, Development Economics or a relevant social sciences discipline.

Experience

- At least ten years' international experience of managing programmes and projects; planning; and, results-based management in an intergovernmental or development context; and at least five years' experience in conducting development evaluation;
- Possess experience of ensuring quality in implementing evaluations;
- Practical experience of planning, implementing and disseminating results of evaluation studies;
- Capable of producing evaluation synthesis and coordinating systematic and peer reviews;
- Experience in designing, planning and coordinating learning events;
- Experience in managing project teams;

Desirable

- Post-graduate qualification in development evaluation;
- Prince 2 Certification (*Foundation and Practitioner*).

Competencies

Applicants should be able to demonstrate:

- Substantive knowledge and experience in undertaking reviews, evaluations and critical research;
- A good knowledge of adaptive planning, monitoring and management in complex and dynamic environments;
- Excellent drafting and report-writing skills, as well as research and analytical skills, and be able to produce succinct and concise briefs and specific pieces of work, and demonstrate an ability to think strategically and tactically;
- Excellent written and oral communication skills. Excellent interpersonal communication skills; able to communicate effectively with non-experts and to coach and train;
- A high level of working knowledge of strategic planning issues and Results Based Management principles and practices, and be innovative in current evaluation and learning approaches;



The Commonwealth

- Effective management and team leadership skills with the ability to plan and manage work and resources. People management skills with the ability to facilitate and motivate team members;
- Ability to handle and analyse big datasets, and conducting multi country reviews and multi-million pound projects;
- Effective procurement and contract management skills with ability to manage multiple contracts;
- The capacity to work effectively with colleagues as well as senior officials and civil society partners from member countries, other international organisations, universities and strategic development institutions;
- Ability to build networks within and outside the Commonwealth that will enhance innovative approaches to strategic thinking, planning, evaluation and learning in the Secretariat;
- Good IT skills, including experience in the use of Outlook, Word, Excel, PowerPoint, Access and advanced skills in statistical packages;
- Willingness to undertake duty travel when required;
- In addition, all staff are expected to meet the core requirement of working effectively and sensitively in a multicultural environment.

Competencies

Respect for Diversity

Works effectively with people from all backgrounds.

Treats all people with dignity and respect. Treats men and women equally.

Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.

Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.

Challenges others to rectify biases in behaviour, systems & process

Communication

Directs the energy of the organisation towards a common goal

Provides an example to others by demonstrating moral courage in the face of challenging circumstances



Planning & Analysis

Effectively assesses and advises on major programmes/activities at a divisional level

Balances focus in order to deliver both Commonwealth Secretariat and member states' goals

Ability to interpret incomplete and/or ambiguous information

Effectively analyses and assesses new or uncertain critical situations

Adapting & Innovating

Identifies opportunities to improve divisional operations and effectively gains buy-in

Evaluates impact of improvement initiatives

Remains receptive to and encourages innovative ideas from more junior colleagues

Initiates change that will enable programme/team to fulfil objectives in light of changing circumstances

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