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# SENIOR RESEARCH, MONITORING, EVALUATION & LEARNING MANAGER



## POSITION DESCRIPTION

DATE APPROVED: FEBRUARY 2024

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Employer:	Adara Development (Australia)
Location:	Sydney, Australia
Employment status:	Full time
Award:	Social, Community, Home Care and Disability Services Award
Award Classification:	Level 5
Reports to:	Director of Impact and Best Practice
Direct reports:	Uganda and Nepal Research, Monitoring and Evaluation Managers (RMEMs); Research Officer (Uganda); and volunteers

## OVERALL JOB GOAL

To establish and execute comprehensive research, monitoring, evaluation and learning systems and frameworks that measure and enhance the effectiveness and impact of Adara's programmes. This entails leading the design and implementation of robust M&E systems, developing research protocols and studies, overseeing data collection and analysis, drafting reports and articles, and ensuring the timely and accurate reporting of results. The goal is to provide actionable insights to inform strategic decision-making, improve programme outcomes, and contribute to both Adara's learning, and the wider evidence-base for the international development community.

## KEY RESPONSIBILITIES

Key responsibilities for the Senior RMEL Manager are:

### 1. Monitoring & Evaluation

- Develop and provide oversight of strong, relevant, and responsive monitoring plans and systems with input of programme staff, partners, and other stakeholders.
  - Oversee the development and adaptation of theories of change for every programme.
  - Develop and complete logical frameworks for AdaraRemote and AdaraNewborn.
  - Lead the development of appropriate indicators and costing for M&E activities for proposals and grant applications.
  - Oversee routine data collection across all programmes from project sites and lead the quality verification of data.
  - Oversee the development and implementation of programme evaluations linked to theories of change.
  - Lead the planning and implementation of providing feedback of results and findings to communities and stakeholders.
  - Oversee data inputs to proposals and grant applications.
  - Ensure the accuracy, relevance, and timeliness of data for both internal and external reports to donors, partners, beneficiaries, programme staff and other stakeholders.
  - Draft papers and blogs to share outcomes of evaluation studies.
  - Visit our field sites to implement M&E and research activities.
  - Oversee completion of biannual reports to the Adara Board of Directors.
  - Work with the Knowledge Sharing and Strategic Partnerships team to disseminate relevant findings from programme evaluations.
  - Set, monitor, and manage expenditure on the M&E budget.
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## 2. Research

- Lead the development of research protocols and relevant methodologies for maternal, newborn and child health and remote community development protocols.
- Provide technical facilitation to the Research Officer in Uganda across all research activities.
- Draft academic papers for submission to peer-reviewed journals to share outcomes of research and evaluation studies.
- Coordinate and collaborate with research associates for input into research design and implementation.
- Oversee human subjects ethics approvals, institutional review board (IRB) applications, and national ethics approvals. Oversee all ongoing reporting of these approvals, including annual reviews and amendments. Maintain a compliance calendar for all of research compliance requirements.
- Collaborate with the Innovation and Best Practice team to ensure research studies are rooted in the most up-to-date evidence and add to the wider evidence-base.
- Work with the Knowledge Sharing and Strategic Partnerships team to disseminate relevant findings in peer-reviewed journals and other outlets, as well as to engage with prospective global partners and funders.
- Develop relationships and partnerships with universities and be the liaison point for research-related projects.
- Keep up to date with relevant research studies and methodologies that can inform protocols.

## 3. Learning

- Lead and coordinate processes that ensure data and findings are informing Adara's learning and programmatic decision-making.
- Foster a culture of continuous improvement by communicating learnings to all relevant teams.
- Support programme teams to understand the needs of communities and integrate findings into programmes.
- Collaborate with the Innovation and Best Practice team to ensure learnings inform good practice internally and globally and support the implementing teams to integrate any suggested learnings into practice.
- Develop insights and recommendations for adaptations to programmes based on monitoring data and findings from evaluations and research studies.
- Support programme teams in Uganda and Nepal to review, discuss and potentially implement learnings to ensure programmes are continuously improving based on data and evidence.

## 4. Management

- Manage and provide technical facilitation to the Research, Monitoring and Evaluation team in Uganda, Nepal and Sydney, including: Research, Monitoring and Evaluation Managers (RMEMs), Research Officer, Monitoring and Evaluation Officer, including providing clear direction, setting expectations, and leading by example to inspire and motivate team members toward achieving their goals.
  - Assess team members' performance, provide regular feedback, and implement strategies for their professional development and growth.
  - Allocate tasks, responsibilities, and resources effectively to optimize team productivity and ensure tasks are completed within deadlines.
  - Build capacity in M&E through staff training and training of partners and ensure the quality and sustainability of the systems put in place.
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## QUALIFICATIONS AND EXPERIENCE

- Significant monitoring and evaluation experience (5+ years) in development or humanitarian contexts.
- Significant research design and implementation (5+ years) related to development or humanitarian contexts and academic writing and publishing.
- Significant experience developing quantitative and qualitative data collection tools and analysing both quantitative and qualitative data.
- Significant project management experience of research studies and evaluations, including oversight of external research associates.
- Significant experience utilising data and evidence to inform programme adaptation and strategic decision-making.
- Tertiary qualifications, preferably in statistics, social sciences, public health, economics, international development, or related fields.

## KEY COMPETENCIES

- Proven track record and experience in developing M&E plan, systems, and databases.
- Experience using of statistical and data collection software such as MS Excel/ SPSS/ EpiInfo/RedCap/Tableau/NVIVO.
- Strong knowledge and proven experience on M&E frameworks such as Theory of Change and logical framework.
- Experience and skills in managing and training a team, including the ability to delegate to and empower team members.
- Ability to train partners and staff on developing and maintaining the M&E system.
- Excellent communication skills, including the ability to take complex ideas and make them easily understandable for a lay audience.
- Prior publication record that demonstrates a command of relevant development literature is a benefit.
- Demonstrated familiarity with Ethics/IRB/Human Subjects Review procedures.
- Interest, passion and commitment to social justice and international development.
- Ability to organise and set clear expectations for tasks and deliverables, work effectively under pressure, and manage a heavy, diverse workload.
- Have an ability to produce outstanding work to a deadline.
- Strong analytical and critical thinking skills.
- Excellent written and oral communications skills in English.
- Strong interpersonal skills and ability to work in a diverse team and manage complex and sensitive organisational relationships.
- Capacity to travel internationally for blocks of up to six weeks at a time.

## LOCATION

Adara is completely focused on the wellbeing and safety of our teams around the world at this time of COVID-19. All our team members are able to work flexibly from home as well as from a physical office space. All our team are fully equipped to work productively and safely from their homes. As long as it is COVID-19 safe, the candidate will be expected to work from our physical office space 2-3 days a week.

**The Adara Group is an equal opportunity employer and a child-safe organization. All employees are required to undergo criminal background checks and sign our Child Protection Policy.**

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# THE ADARA GROUP

## OUR CULTURE AND VALUES

WE, THE ADARA FAMILY, UPHOLD THESE VALUES AT ALL TIMES...

### COMPASSION

- Our reason to be is to provide support to vulnerable women, children and their communities living in extreme poverty
- We believe everyone has a right to health and education services no matter where they live

### TEAM WORK

- We work as a team and we support each other
- We are open, honest and kind
- Failure and mistakes are OK – this is how we learn and grow
- We make Adara a happy and productive place to work

### MUTUAL RESPECT

- We listen to other people's point of view
- We celebrate and promote diversity
- We abhor discrimination in any form

### INTEGRITY AND EXCELLENCE

- We act with deep respect, integrity and humility
- We strive to be fair to everyone on the team
- We work to a standard of excellence

### PASSION

- We work hard
- We laugh and we have fun
- We are optimistic and positive
- We don't count hours: we measure outcomes

### UNCONVENTIONALITY

- We think outside the box
  - We are not afraid to be different
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