



**ALL  
WE  
CAN**

**Every person's  
potential fulfilled.**

Monitoring, Evaluation  
and Learning  
Manager 2019 02  
Job Information Pack

Thank you for your interest in the post of Monitoring, Evaluation and Learning Manager. I hope this information pack provides you with useful background information on this important international charity, and that you will feel encouraged to apply for this rewarding role.

All We Can (known until April 2014 as MRDF) is the Methodist development and relief agency and an integral part of the Methodist Church in Britain's response to the challenge of One Mission, acting for the Church through work in international development and relief with its vision, priorities and values grounded in Christian principles. It challenges the causes of poverty, inequality and injustice and helps people in the world's poorest communities to become all that they can, by investing in partnerships that improve quality of life and creating positive, long-term change for individuals, families and nations. All We Can also provides humanitarian assistance and support to save lives, alleviate suffering and maintain human dignity during and after crises and disasters as well as to prevent and strengthen preparedness for when such situations occur.

All We Can is currently seeking a talented Monitoring, Evaluation and Learning (MEL) specialist to join our Programmes & Partnerships team in Baker Street, London. The successful candidate will lead the implementation of our current MEL system and final evaluation of our 2015-2020 strategy. S/he will also develop the MEL framework for our new 2020-2025 strategy, alongside delivering MEL capacity development support to All We Can's partners across 7 priority countries.

Reporting to the Programmes Director, The Monitoring, Evaluation and Learning (MEL) Manager will be our thematic lead and champion who will ensure that All We Can follows best practice in the way it learns from, monitors and evaluates its work. S/he will lead on the implementation of our robust MEL system, overseeing the collection of data that can be used to measure success and the impact of our new partnership approach over time. S/he will undertake evaluations of partner programmes, and provide MEL capacity development for our partners – including through delivering training. The MEL Manager will lead on the evaluation of our current 5 year strategy and development of a MEL framework for our next 5 year strategy in 2020. S/he will also manage limited partnerships in two allocated All We Can priority countries (likely to be Cameroon and India).

As a specialist in this area, the successful candidate will lead the use of MEL tools and instruments adopted by the Programmes & Partnerships Team in its work, and introduce innovation as appropriate.

The successful candidate will have considerable field experience working with charitable development organizations in low income countries and will be well versed in managing complex programs involving staff and partners in remote locations at multiple levels of intervention. They will have sound understanding and experience of partner capacity development and facilitation, with a proven track record in the design and delivery of effective, visually engaging presentations and learning materials. They will have a degree in Development studies, NGO management, or a related subject. **N.B.** Must have the right to live and work in the UK to be considered for this role

This role will require regular travel of up to 5 times a year for a maximum of three weeks at a time

To find out more or to download an application form, please visit our website [allwecan.org.uk/jobs](http://allwecan.org.uk/jobs) or call Patti Tobin on 0207 467 5266.

**Application instructions:**

Please send your application form and CV to Patti Tobin at [p.tobin@allwecan.org.uk](mailto:p.tobin@allwecan.org.uk)

Applications are welcome until the deadline of **9am on 18<sup>th</sup> March 2019**.

Interviews will take place on **Thursday, 28<sup>th</sup> March 2019**.

**NB:** *Applications will be reviewed on an on-going basis and interviews of strong candidates may be conducted before the advertised date. Early applications are strongly recommended*

All We Can, 25 Marylebone Rd., London NW1 5JR UK  
[jobs@allwecan.org.uk](mailto:jobs@allwecan.org.uk) | [www.allwecan.org.uk](http://www.allwecan.org.uk) | +44 (0)20 7467 5132

All We Can is the operating name of the Methodist Relief and Development Fund, a charity registered in England and Wales, number 291691

## Our Vision

### **Every person's potential fulfilled.**

All We Can is an international development and emergency relief organisation. Focusing on those in greatest need, it has always been inspired by Christian principles and is an integral part of the Methodist family.

## Our purpose

All We Can helps find solutions to poverty by engaging with local people and organisations in some of the world's poorest communities to end the suffering caused by inequality and injustice.

## What do we do?

### **Change happens when we all work together.**

All We Can helps find solutions to poverty by engaging with local people and organisations in some of the world's poorest communities to end the suffering caused by inequality and injustice. To do this we:

- support and strengthen local partners – organisations, churches, emerging initiatives and inspiring individuals that share our vision and values – to implement effective and sustainable solutions with some of the world's poorest and least served communities
- respond to humanitarian crises with emergency relief and help communities to be better prepared for disasters
- engage in global education to inform, challenge and motivate people to take a stance against poverty and injustice.

All We Can is an integral part of the Methodist Church. The consistent, faithful and passionate support of Methodists across Britain has sustained the charity throughout its history.

All We Can's priority is to support communities with high levels of poverty and deprivation, which are under-served by others, and where local partner organisations, including Methodist Churches, are well placed to make a difference. All We Can seeks to work together in a spirit of partnership with – individuals, organisations, churches, and people of all faiths and none – to make a meaningful difference.

## Organisational goals 2015-2020

1. To enable local partners to fulfil *their* mission to sustainably improve the quality of life of poor, disadvantaged and marginalised people, creating lasting change
2. To respond effectively to humanitarian emergencies and help local partners to prepare for disasters
3. To challenge the causes of poverty, inequality and injustice and promote solutions through global education
4. To have a prominent and instrumental role across the global Methodist community in international development and emergency relief
5. To inspire and value supporters and donors, and ensure sustainable funding to fulfil our purpose
6. To be efficient in the management of All We Can's resources.

## Our Values

All We Can is motivated by Christian principles and is an integral part of the Methodist family. In summary, our guiding values are:

### Respect

We respect the inherent worth, dignity and equality of every human being. We want everyone to be able to develop their potential, live with respect and have the opportunity to flourish. We value different cultures, beliefs and perspectives, and seek to listen and learn from others.

### Inclusion

We give priority to those who are the poorest, most marginalised and disadvantaged. We want to help people to become all that they can and participate meaningfully in shaping their own lives and futures. We work with people in need without discrimination.

### Justice

We want everyone to be treated fairly and with equity, and for there to be a just sharing of the world's resources and opportunities. We seek to be prophetic and courageous in challenging injustice and inequality, and to be sustainable in how we operate.

### Service

We seek to serve others. We want to give practical expression to the love, care and responsibility we have to each other as human beings, and strive to be humble and accountable in the way we work.

### Solidarity

We stand and suffer alongside people living in poor communities around the world and all those striving to tackle poverty, inequality and injustice. We seek to be alongside rather than in control, and relational rather than contractual in our approach.

### Collaboration

We recognise that we do not have all the answers, the resources or the skills necessary to achieve our purpose. We seek to work together in a spirit of partnership with others – individuals, organisations, churches, and people of all faiths and none – to make a meaningful difference.

## Christian Principles



by him to love others as we would love ourselves.

All We Can is a Christian faith-based international NGO and has always been inspired by Christian principles.

The mandate to look after the orphan, the widow and the stranger was given first to the Church and believers.

As an organisation motivated by Christian values, we care about the poor because God commands it.

**We care about the poor because Jesus cares about the poor and because we were commissioned**

The values and principles we are founded on exist in our relational way of working and also dictate that we work without discrimination and in an inclusive way. Our Christian principles are outlined here:

**1. The value, dignity and equality of every human being as created and intended by God.**

In response, All We Can seeks to help people – of all faiths and none – to fulfil their potential, live with respect, and have the opportunity to flourish.

*“I came that they may have life, and have it abundantly.” John, 10:10b*

**2. God’s longing for a world in which justice and peace are established and creation is cared for.**

All We Can seeks to be prophetic and courageous in challenging injustice and inequality, and sustainable in how we operate.

*“Speak up for those who cannot speak for themselves, for the rights of all who are destitute. Speak up and judge fairly; defend the rights of the poor and needy.”  
Proverbs, 31:8-9*

**3. Jesus commandment to “love your neighbour”.**

All We Can seeks to help individuals, groups and churches to respond effectively to the needs of their neighbours in poor communities around the world through supporting practical relief and development initiatives, as well as praying and speaking out.



*“What good is it, my brothers and sisters, if you say you have faith but do not have works? Can faith save you? If a brother or sister is naked and lacks daily food, and one of you*

*says to them, ‘Go in peace; keep warm and eat your fill’, and yet you do not supply their bodily needs, what is the good of that? So faith by itself, if it has no works, is dead.”  
James, 2:14-17*

**4. The many exhortations in the Bible to defend the rights of the poor and needy and give unconditionally to the vulnerable, and the example of Jesus who reached out to those on the edges of society.**

All We Can seeks to give priority, hope and inclusion to some of the world’s poorest, neediest and most marginalised people.

*“Go not only to those who need you, but those who need you most.” John Wesley*

**5. The calling of the church to serve the world.**

All We Can’s Methodist links mean we have a particular role in supporting and mobilising churches and Christian partner organisations, especially Methodist-related ones, to increase their effectiveness and impact in serving their local communities and tackling poverty and marginalisation.

*“Let each of you look not to your own interests, but to the interests of others.”  
Philippians, 2:4*

**6. The responsibility of Christians to work humbly with others for the common good.**

All We Can seeks to work together with people of all faiths and none who share its values and vision to tackle poverty, inequality and injustice.

*"I ask not about your doctrines; if your heart is right with my heart, then give me your hand." John Wesley*

These six Christian principles (among others) inspired and informed All We Can's foundation and its vision, mission, values and priorities, and continue to do so.

**All We Can does not ask that its partner organisations or all staff necessarily have a Christian faith or basis, but it does ask that they accept the way in which All We Can responds to these Christian principles, and can commit to the non-sectarian values which derive from them.**

## Our Name

Our name and identity reflects our future role and vision, as well as our Methodist roots and heritage – with its echoes of John Wesley. It is an expression of our commitment to doing all we can to help people in the world's poorest communities to become all they can. The name 'All We Can' derives from a quote attributed to John Wesley, a man seen as the founder of Methodism.

**"Do all the good you can.  
By all the means you can.  
In all the ways you can.  
In all the places you can.  
At all the times you can.  
To all the people you can.  
As long as ever you can."**

John Wesley, founder of Methodism

## Our Logo

The 'lively square' shows our energy and willingness to innovate. We refuse to be complacent or stand still.

It is at an angle because, people's lives are precarious, their quality of life 'in the balance' and we're going to do all we can to help them fulfil their potential.



To find out more about All We Can and watch films about our work, visit [www.allwecan.org.uk](http://www.allwecan.org.uk) or follow us on social media.

All We Can is an international development and emergency relief organisation. It helps find solutions to poverty by engaging with local people and organisations in some of the world's poorest communities to end the suffering caused by inequality and injustice. We work with talented local partners – community organisations, churches, and individuals – people rooted in poor communities, who understand local problems and are passionate about solving them. We support these partners in all the ways we can, providing the funding, resources and encouragement needed to create positive, long-term change. All We Can also provides humanitarian assistance and support to save lives, alleviate suffering and maintain human dignity during and after crises and disasters as well as to prevent and strengthen preparedness for when such situations occur.

All We Can is the Methodist development and relief agency and an integral part of the Methodist Church in Britain's response to international development and relief with its vision, priorities and values grounded in Christian principles.

**Post:** Monitoring, Evaluation and Learning Manager

**Location:** 25 Marylebone Road, London NW1 5JR

**Purpose:** The Monitoring, Evaluation and Learning (MEL) Manager will be our thematic lead and champion who will ensure that All We Can follows best practice in the way it learns from, monitors and evaluates its work. S/he will lead on the implementation of our robust MEL system, overseeing the collection of data that can be used to measure success and the impact of our new partnership approach over time. S/he will undertake evaluations of partner programmes, and provide MEL capacity development for our partners – including through delivering training. The MEL Manager will lead on the evaluation of our current 5 year strategy and development of a MEL framework for our next 5 year strategy in 2020. S/he will also manage limited partnerships in allocated All We Can priority countries.

**Responsible to:** Programmes Director

## Relationships:

Internal:

- Programmes & Partnerships Team
- All We Can staff

External:

- Consultants
- Partner staff

## Main tasks and responsibilities:

### 1. Implement existing MEL framework, evaluate current strategy and develop MEL framework for new All We Can 5 year strategy

- a. Lead on the implementation of our comprehensive MEL system and collect data to measure (i) the quality of All We Can's contributions to its partners, (ii) the quality and changes in partner relationships, (iii) outcomes at the level of 'strengthened partners' and (iv) the reach and impact at beneficiary level across All We Can programmes<sup>1</sup> (v) ensure the MEL system includes an accountability process that elicits beneficiary feedback
- b. Lead on the review and maintenance of a Theory of change to inform our MEL system
- c. Maintain All We Can's systems, skills and approach to monitoring, evaluation and learning and introduce innovation as appropriate
- d. Promote, enable and improve our culture and practice of capturing and measuring progress against plans, and learning from evidence and the successes, or otherwise, of our work
- e. Be a champion of effective MEL within All We Can and its partners
- f. Provide technical oversight in the way All We Can monitors, evaluates and learns from its practice
- g. Lead the final evaluation of our 5 year strategy (2015-2020) and work with communication consultants to present these in compelling ways
- h. Lead the development of a MEL framework and Theory of Change for our new 5 year strategy
- i. Lead the capturing of a baseline, undertake mid-term review and final evaluation of our 2020-2025 strategy

### 2. Support to other staff and partners

- a. Periodically review our MEL training materials and deliver training for partners ensuring they are current with best practice

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<sup>1</sup> Including Church CAN, Humanitarian Aid & DRR

- b. Support other Partnership Managers to implement our MEL approach with their programmes and partners – especially through partnership meetings
  - c. Deepen and entrench MEL practices and policies across All We Can supporting their use by staff throughout our 2015-2020 strategy and beyond
  - d. Work closely with the marketing and campaigns teams to promote good organisational communications externally with partners and learning from our achievements in delivering organisational outputs, outcomes and impacts, and assist with resource mobilisation
- 3. Management of Staff and consultants**
- a. Recruitment and management of country coordinators in allocated countries (where these are needed)
  - b. Recruitment and management of MEL consultants working with All We Can to develop MEL systems and undertake organisation wide baseline, mid-term and final evaluation for our five-year strategy
  - c. Recruitment and Management of capacity development and organisation development consultants, auditors, MEL consultants working with partners on behalf of All We Can
- 4. Partner relationship management and development**
- a. Manage limited partnerships with NGOs in allocated countries (likely Cameroon and India)
  - b. Assess applications for partnership from southern NGOs, in line with All We Can policy and criteria, and provide support in developing funding proposals and compliance from trusts and institutions
  - c. Monitor and evaluate the progress of partners and the use of any grants via correspondence, regular reports and visits to southern partners
  - d. Assist partners to develop their own capacity building strategies
  - e. Build the capacity of All We Can partners both at a distance and during visits through: giving advice, sharing information and useful tools, encouraging networking opportunities, conducting or arranging training and technical assistance
  - f. Provide Programmes Director with adequate narrative and financial information for project approval and progress monitoring, including recommendations for partnership continuation or termination
  - g. In liaison with the Programmes Director, evaluate the service offered by All We Can to partners
- 5. Programme Quality**
- a. Assist the Programmes Director with the development and delivery of All We Can's strategic approach and approved work plans
  - b. Inspire and support innovation and learning in the development of All We Can's programming and support the analysis and understanding of specific area of responsibility.
  - c. Ensure programme compliance in all areas of donor funding, travel and safety, and financial transactions in area of designated responsibility
- 6. Programmes & Partnerships Team development**
- a. Contribute to, implement and review Programmes & Partnerships policies, strategy procedures and partnership criteria for long term development and emergency work
  - b. Assist the Programmes Director to develop and implement robust work plans that operationalise the strategic plan
  - c. Provide the Programmes Director and other Programmes & Partnerships staff guidance; direction and proactive programme support for MEL, or any other deemed appropriate to fulfil the strategy
  - d. Keep informed and updated on new developments and insights in the relevant speciality that will enhance and improve All We Can's strategy and impact
  - e. Contribute to developing organisational learning and expertise in this specialist area through research and sharing of knowledge within the team
- 7. Publicity (in liaison with the Marketing team)**
- a. Respond to requests from the Marketing Team for information and advice on All We Can's partners for use in promotional and media materials, where requested providing written summaries to record the 'stories' and experiences of partners and their beneficiaries
- 8. Relationship management**
- a. Represent and develop All We Can's interests through proactive management of positive relations with relevant partners, donors and stakeholders
  - b. Liaise with Trusts & Institutional Funding Manager as required
  - c. Monitor implementation and write reports in line with donor criteria
  - d. Provide authoritative external representation of All We Can's global programmes to international and national fora
  - e. Build links and develop partnerships with institutions that offer learning, networking, capacity building, organisational strengthening opportunities and MEL
  - f. Communicate with and where possible, collaborate with other NGOs and governmental bodies to facilitate good

development practice

## 9. Corporate Responsibilities

- a. Ensure familiarity with and adhere to All We Can's policies and procedures and keep informed of all cross departmental activities
- b. A commitment to All We Can's vision, mission and values, and accepting of its identity as an international development, relief and advocacy organisation actively engaged with the Methodist Church

## Terms and Conditions

**Hours of Work:** The normal hours of work will be 7 hours a day (35 hours per week), with core office hours being 10.00 to 16.00, Monday to Friday with an hour's lunch break. Occasional weekend and evening work as well as overseas travel will be required. Payment for overtime is not given but employees are entitled to time off in lieu by agreement.

**Starting salary:** £35,000-£37,000 per annum

**Holiday Entitlement:** 25 days per annum, plus Bank Holidays and an extra three days at Christmas and New Year. Additional leave is also awarded after 2 years (3 days) and 5 years (2 days) continuous service.

**Other Benefits:** Life Assurance, Childcare Vouchers, Cycle to Work Scheme and Employee Assistance Programme, Critical Illness/ Income Protection Insurance, Confidential Counselling Service, TOIL, Enhanced Maternity / Paternity / Adoption and Parental Leave, Dependents and Bereavement and Special Leave, Volunteering Time Off Scheme, flexible working hours and working from home options.

**Sick Pay:** Entitlement in accordance with All We Can's terms and conditions of employment.

**Pension:** All We Can operates a defined contribution pension scheme, with a minimum contribution of 6% employer and 3% employee that all employees are eligible to join. Full details will be provided at the commencement of employment.

**Probationary Period:** Appointments are made subject to the satisfactory completion of a probationary period, normally six months.

**DBS (Disclosure and Barring Service):** The appointment is subject to a Disclosure and Barring check, please see application form for full details

**Season Ticket:** Season ticket loans are available after the satisfactory completion of the probationary period.

**Health and Safety:** The post holder will be subject to All We Can's Health and Safety policy.

**Equal Opportunities:** The post holder will be subject to All We Can's Equal Opportunities policy.

**Physical Conditions:** Office accommodation in an open plan office based at Methodist Church House, 25 Marylebone Road, London, NW1 5JR

**Feb 2019**

# Person Specification

## Monitoring, Evaluation & Learning Manager

Attributes	Essential	Desirable	Method of assessment
<b>Proven abilities</b>	Significant field experience of working with small development organisations, NGOs, CBOs, FBOs or INGOs in a low income country		A, I
	Thorough knowledge of methodologies of strategic, organisational and project planning, monitoring and evaluation	Experience of leading on the design, implementation and ongoing support for processes of planning, monitoring, evaluation and learning, preferably in an NGO	A,I
	Understanding of organisational and individual capacity building.	Knowledge of M&E of capacity building would be an advantage	A, I, W
	Demonstrable experience of Monitoring & Evaluation and beneficiary accountability		A, I, W
	Good understanding of a range of effective community development approaches	Experience with overseas community based projects programmes	A, I
	Experience in project management, managing against milestones, dependencies, resources, risks, and issues	Evaluative and innovative thinking skills and judgement to formulate and coordinate organisation-wide learning from practice	A, I
	Ability to handle a complex and varied workload and manage internal and external deadlines		A,I
	Monitoring of projects in the field and/or at a distance		A, I, W
	Analysis of narrative and financial documents in order to monitor and evaluate project success	Successfully applying for funds from institutional sources	A, I
	Experience of different measurement and evaluation frameworks and techniques, such as the logical framework approach, theories of change and organisational learning, including participatory techniques.	Experience of having developed, issued and maintained tools or methods to support planning and evaluation efforts	A,I
	Proven track record of coordinating and supporting organisational change processes, developing and embedding new and different ways of working	Planning and carrying out training sessions for adults	A, I
	Experience of managing procurement of consultants and their subsequent management		A,I
	Experience of working with different stakeholders and local partners on complex issues	Ability to analyse data and communicate complex issues in a clear and engaging manner to a range of audiences	A,I
<b>Education &amp; training</b>	University degree or equivalent (e.g. significant practical experience)	Post-graduate qualification in development studies or a related subject	Q
	Proficiency in computer skills, including Word, Excel, PowerPoint, and use of internet and email	Familiarity with database programmes	A, I, W

<b>Special Knowledge &amp; Skills</b>	Proven organisational and administrative skills		A, I
	A track record that demonstrates energy and creativity, and the ability to successfully prioritize and manage competing priorities.		A, I
	Experience in delivering training, provision of capacity building support and facilitating meetings and events		A, I
	Strong written communication skills		A, W, P
	Proven ability to deliver presentations		A, I, P
	Ability to travel alone (up to five times a year for up to three weeks) in sometimes remote and basic environments		A, I
	Excellent written and spoken English	Working knowledge of French or other relevant local language	A, I, P
	Without direct authority be able to inspire, educate, motivate and influence others across All We Can and more broadly		A, I
	Ability to work diplomatically and sensitively in a range of environments and the ability to work under pressure and prioritise effectively		A, I
	A systematic approach to work and strong attention to detail		A, W
	An excellent team player with good skills in team work and consultative approach to decision making		A, I
<b>Special Qualities &amp; Attributes</b>	Self-motivated and able to work under pressure and prioritise effectively		A, I
	Capacity to listen actively to people from varying backgrounds having a range of political, cultural, and value orientations		A, I
	Commitment to All We Can's vision, mission and values, and accepting of its identity as an international development, relief and advocacy organisation actively engaged with the Methodist Church		A, I
	A commitment to All We Can's strategy to engage with faith based groups and churches in particular, as part of its collaborative approach to sustainable development		
	Sensitive to the complexities of cross-cultural communication and able to sustain good working relationships at a distance as well as within a small UK team		A, I
	Self-aware individual with creativity, drive, resilience and integrity whilst keeping a sense of perspective		I

**Method of Assessment:** A – Application form, I – Interview, W – Written exercise, Q – proof of qualification (certificates or transcripts)

END