



Job Description

M & E Advisor

Position	Monitoring and Evaluation Advisor		
Department	Development Programs	Location	The ADRA Canada office at 20 Robert St. W, Newcastle, L1B 1C6
Reporting to	Development Program Director	Travel	National/International travel required, approximately 30% of time.
Appointed by	ADCOM	Supervises	None
Engagement	Full-time	Revision Date:	March 25, 2021
Term	Open	Disclosure	The nature of ongoing employment within ADRA Canada is dependent on financial contributions from its support base. It is to be recognised that the level of financial support is of a fluctuating nature.

POSITION PURPOSE

The Monitoring and Evaluation (M & E) Advisor is a vital member of the Programs team and plays a significant role in ADRA Canada's efforts to execute the organization's vision to maximize impact through quality programming. In coordination with the Development and Emergency Program Directors, the M & E Advisor will be responsible for leading efforts in ensuring the smooth functioning of ADRA Canada's M&E systems, strengthening staff and local partner M & E capacity, providing tools to implementing partners, and in further developing ADRA Canada's expertise in M&E. In close collaboration with project managers, technical advisors/specialists and stakeholders, the M&E Advisor will manage periodic data collections, provide/review data analysis, manage/own key M&E documents/tools, and make key recommendations to project staff and management regarding effectiveness of interventions. This position will take a partnership approach with in-country implementing staff, providing guidance, tools, methodologies, approaches, and training as needed. On an on-going basis, the M&E Advisor will develop ADRA Canada's M&E systems, policies and procedures, and play a key role in the strategic planning for M&E.

ADRA CANADA DESCRIPTION & MISSION STATEMENT

ADRA Canada (Adventist Development and Relief Agency Canada) is the Canadian development and relief agency of the Seventh-day Adventist Church. ADRA Canada's purpose is to serve humanity so that all may live as God intended.

ADRA Canada and all of its employees are engaged in supporting the Vision of the Seventh-day Adventist Church in Canada (SDACC) which is Proclaiming Christ, Nurturing Believers, and Serving Humanity. The ministry of ADRA Canada is an important part of the Christian mission of the Seventh-day Adventist Church and is done in harmony with its religious beliefs and practices.

WHY A CAREER WITH ADRA CANADA?

At ADRA Canada, we offer exciting and challenging careers that play an important role in positively impacting the futures of vulnerable families, and especially the lives of women and girls all over the world. Inspired by our Christian values, ADRA is active in over 130 countries globally, delivering justice, compassion, and love so that all may live as God intended.

Our unique culture fosters diversity and a workplace that strives to ensure all our employees feel respected and included. We offer a flexible workplace, competitive salary and benefits program, and a supportive and meaningful environment where we work together to achieve our goals. Come and be a part of our high performing team where together we are working to lift people out of poverty, establish hope, empower communities, and create positive and long-lasting change!

KEY RESPONSIBILITIES

A. Seventh-day Adventist Church Relations and Ministry (10% of each work week)

- Participate in daily worship and prayers. All employees take turns in leading worship for all employees.
- Be prepared to counsel callers (including church members and others) on role of Seventh-day Adventist mission and pray with them.
- Encourage partners (including Seventh-day Adventist Conferences and congregations in Canada, other Canadian and foreign Seventh-day Adventist entities and the worldwide ADRA network) in the mission of ADRA and the Seventh-day Adventist Church. Educate them, as necessary, about the ministry role of ADRA Canada as part of the worldwide Seventh-day Adventist Church movement, consistent with the religious teachings of the Church.
- As requested, contribute to corporate publications & represent ADRA Canada and its mission at presentations/speaker appointment requests, particularly with ADRA Canada's partners.
- Ensure that all ADRA Canada activities are carried out in accordance with the values and religious beliefs of the ADRA network and the Seventh-day Adventist Church.
- As part of the ADRA Canada ministry, act in a way that reflects the religious beliefs and practices of the Seventh-day Adventist Church, both on and off duty.

B. Operations/Technical (80% of each work week)

- For assigned projects, develop and **manage key M&E tools**, including: the Performance Measurement Framework (PMF), the PMF key (detailing how each indicator is calculated), monitoring plans, and M&E framework.
- **Build implementing partners' capacity** in M&E. This includes in-country training and remote support as needed. This also includes building capacity in technologies that ADRA Canada recommends to implementing partners.
- Contribute to **building ADRA Canada's M&E program**, including making recommendations on direction, providing advice on strategic focus, and finding better methods of implementing sound M&E principles.
- Provide timely and accurate inputs into **project reports** as needed, including: annual reports, annual working plans, baseline reports, evaluation reports, and mid-term reports.
- **Monitor project activities** on an on-going basis through site visits, receiving reports from implementing partners and obtaining feedback from beneficiaries.
- Provide technical support for **evidence-based recommendations** to the relevant stakeholders.
- Manage and/or participate in project **evaluations**. This includes coordination/management of evaluation TORs, selection of evaluators, management of evaluators, reviewing/refining the final report, and the construction and management of a detailed *schedule*.
- Coordinate and communicate M&E objectives between **numerous actors/stakeholders**, including implementing partners, consortium leads, project managers/coordinators, consultants, and other external organizations.
- Manage/participate in the development and maintenance of an **agency-wide data repository** that provides combined quarterly and annual figures from all projects to the Agency for dissemination to donors.
- Keep abreast of and lead in the adoption of **trends and principles in the M&E space**. This can include attending training seminars, webinars, and participating in M&E working groups as assigned.
- Assist in the **integration of technology** into projects where applicable, and work to enable real-time learning and feedback.

- **Facilitate knowledge exchange** among stakeholders and project teams in areas of M&E, both in Canada and overseas, through setting up effective learning systems.
- Coordinate the **sharing and discussion of M&E findings** and research results with relevant project stakeholders for program improvement.
- Play a key role in **proposal development** by providing critical guidance on the logic model, indicators, and budgeting for MEL staff, tools, and systems.

C. Managerial (5% of each work week)

- Participate in the on-going development and refinement of M&E policies/procedures and ethical research standards.
- Coordination/supervising of M&E counterparts in implementing countries, and M & E consultants, where applicable.

D. Financial (5% of each work week)

- Work with Program and Finance teams on composing and monitoring M&E project budgets
- Provide detailed expense reports when required

Perform other duties as designated by the Supervisor.

COMMITTEE STANDING

Participate in and/or lead M&E subcommittees as assigned.

EDUCATION, EXPERIENCE AND COMPETENCY

Essential

1. Minimum of a bachelor's degree in International Development or other relevant disciplines
2. A specialization in M&E, either by course-work or experience.
3. 3+ years of experience in an M&E related position.
4. A personal commitment to ADRA's mission, values and beliefs.
5. Personal commitment to the religious beliefs, practices, structure, standards and programs of the Seventh-day Adventist Church in Canada.
6. Ability to engage ADRA Canada's constituency and partners, the Seventh-day Adventist Church in Canada (including Conferences and congregations throughout Canada) and the international ADRA network.
7. A passion for social justice and international development to assist people in poverty, consistent with the Bible and the spirit of prophecy.
8. Excellent organizational skills and attention to detail.
9. Strong written and oral communications skills in English.
10. Strong analytical skills. Including attention to the logical progression of ideas, an intuitive understanding of causal relationships, and the ability to clearly articulate gaps in these areas.
11. Budgeting skills, including a basic understanding of how to set and monitor project budgets.
12. Excellent skills in Excel, including understanding of intermediate-advanced formulas.
13. Leadership skills.
14. Project Management skills.
15. Strong interpersonal skills and the ability to maintain professionalism in sensitive and challenging situations.
16. Strong initiative. Able to anticipate needs and be proactive. Self-disciplined to meet deadlines and strong work ethic. Self-directed to take action and resolve issues. Strong sense of responsibility and ability to perform while delivering superior customer service.
17. Ability and willingness for periodic travel to both international and domestic destinations, approximately 30% of work hours.

Preferred

1. Strong proposal writing skills and experience.
2. Knowledge of environmental considerations in programming
3. 3+ years' experience in field.
4. Experience in both Development and Emergency contexts
5. A high degree of understanding of cross-cultural communication, including understanding sensitivities of various cultures as well as the ability to translate academic concepts into real and practical advice for implementing partners.
6. Research skills. Including a basic understanding of how research should be conducted, statistical theory/practice, what a research paper should look like, and how to participate in and/or coordinate research activities.
7. Fluency in English both oral and written, French and/or another language is considered an asset.

TERMS AND CONDITIONS

The terms and conditions shall be read in conjunction with the *ADRA Canada Human Resources Manual* (as amended from time to time), the contents of which form part of the employee's obligations to ADRA Canada. The obligations of the ADRA Canada are as set out in the *ADRA Canada Human Resources Manual* and the applicable employment standards legislation and regulations, whichever obligations are greater. The employer will have no other obligations except as expressly set out in a written employment contract.

Performance Review: A Performance Review will typically be conducted after the first three months in the position. All employees will be required to participate in annual Performance Reviews.

Job Description Continuous Review: This job description is intended to describe the general nature and level of work being performed by incumbents assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Job descriptions are reviewed on a regular basis and can be modified at any time to meet the needs of ADRA Canada.

Physical Requirements: Must be able to read, speak, and hear. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Standard work hours, as defined by the *ADRA Canada Human Resources Manual*, are required.

Working Conditions: Essential responsibilities are performed either in the office or in travelling conditions.

- **Within the office**, the work is primarily in a sedentary and comfortable environment, with tasks usually performed under normal office conditions with little or no noticeable discomfort. The work area is well lit and ventilated.
- **If travelling** (international and/or domestic) there will be difficult conditions and challenging environments, particularly to destinations in the developing world.

PERSONAL COMMITMENT

Being employed by ADRA Canada requires personal commitment to its mission and lifestyle. The holder of this position will reflect in their personal and professional life the Christian values as taught by the Seventh-day Adventist Church, as referenced in the employment contract. The employee acknowledges and agrees that this position is one of ministry within the Seventh-day Adventist Church and that membership in the Seventh-day Adventist Church and adherence to the fundamental faith and religious beliefs and practices of the Seventh-day Adventist Church is essential to the proper performance of the duties of the position. The employee must conduct him/herself, both on and off duty, in accordance with the religious beliefs and teachings of the Seventh-day Adventist Church in all respects so as not to damage ADRA Canada's reputation or harm the employee's ability to fulfil all of the position's obligations. The employee must inform the Executive Director if he/she no longer adheres to, or maintains belief in, the fundamental faith and religious beliefs and practices of the Seventh-day Adventist Church.