Job Description

Job title	Monitoring, Evaluation and Learning (MEL) Manager	Location	London, UK; Delhi, India; Accra, Ghana
Department	MEL	Length of contract	Permanent
Role type	Global	Job level	Manager
Travel involved	Occasional	Safeguarding level	TBC
Reporting to	Head of MEL	Direct reports	None

Who we are

Clean Air Fund is a philanthropic initiative that works around the world with governments, funders, businesses, and campaigners to deliver clean air for all as fast as possible.

We all need clean air. Yet 9 out of 10 people breathe harmful, dirty air, making air pollution one of our biggest health threats. Over 7 million people die every year as a result of air pollution – more than twice as many as from malaria, tuberculosis and HIV/AIDS combined. The poorest communities, living in the most congested areas, are hit the hardest. Babies, children and older people suffer most.

But it's far from only a health issue. Since both air pollution and climate change are mainly caused by burning fossil fuels, they share many of the same solutions.

How we work

From grassroots to government, Clean Air Fund supports partners to accelerate action on clean air.

- At a global level, we raise air pollution up the political agenda, galvanise commitment to international targets, support standard setting and knowledge development and mobilise funding for the air quality field from philanthropies and Official Donors. Current global partners include C40 Cities Climate Leadership Group, the World Economic Forum, and the World Health Organisation.
- At a national level, our work in selected 'lighthouse geographies' is designed to test what works and support change. We work in India, Ghana, EU (with a focus on Poland), and the UK, and will begin work in South Africa this year.
- Alongside our in-country and global activities, we focus on themes such as air quality data, health and stakeholder groups such as businesses, to build and support a movement for clean air.

What we offer

We are a rapidly growing organisation that is clear about what we offer and what we expect from everyone in the team.

We offer the opportunity to be at the heart of efforts to drive the air quality agenda and tackle air pollution across the globe. You would be joining an ambitious and successful organisation that has doubled its funding, recently raising over $100m, and through our dedicated and supportive colleagues has delivered measurable impact. We offer a competitive reward package and flexible working plus a commitment to supporting your learning and professional development.

Everyone who works with us is expected to share our values — collaborative, dynamic and evidence-informed — and to do their utmost to deliver our strategic objectives according to their role. As we are growing rapidly, comfort with change and the ability to work at pace is vital, as is the desire to improve, to engage across and to grow with the organisation.

Department background

The MEL Manager will be housed in CAF's MEL department, established in 2023. This department is led by our Chief Impact Officer and currently consists of a Head of MEL, one other MEL Manager, a senior MEL and Reporting Specialist and contributions from a Climate Science Adviser. On the back of CAF's 2023-2026 strategy, the department plays a critical role in applying rigour and reflection to its delivery. Our ambitions are for MEL to be rooted in a culture of evaluative thinking and usefulness. To this effect, we are building ways to use evidence and learning spaces to improve relevance, efficiency, effectiveness, and impact across our work and have recently developed an impact framework to guide this work. We're looking for someone who loves data and evidence and enjoys working as part of a vibrant, busy team, to join us in driving organisation-wide improvements.

Job purpose

The role is critical in understanding and learning from the difference which CAF makes. By streamlining and managing data processes and systems, leading on data analysis and reporting from across CAF's portfolios, tracking performance at an organisational, portfolio, and grants level, we will build a foundation for learning and insights, and drive maximum impact as CAF delivers an ambitious and exciting strategy.

Scope of role

This is an exciting role that will help transform CAF's evidence base and approaches to learning. In close collaboration with CAF portfolio teams, the postholder will lead the design and set up of data collection, storage, cleaning and analysis systems and processes to feed into learning, reporting and insights across the organisation. This will ultimately serve to accelerate the achievement of our mission. Specifically, the role is designed to improve effectiveness of our work; monitor and evaluate the impact of our interventions; learn from evidence and integrate this into interventions; and build technical monitoring, evaluation and learning capabilities of the wider Clean Air Fund team.

Key working relationships

This role reports to CAF's Head of MEL. The postholder will liaise closely with CAF delivery staff and occasionally with grantees in countries where CAF-funded projects are implemented.

Key accountabilities

Learning and reporting (70%)

- Have ownership and manage the alignment of organisational and portfolio level results frameworks used by CAF, including in planning and reporting processes.
- Produce high quality MEL progress reports for respective governance bodies both within CAF, as well as to external partners, including funders.
- Design and oversee the implementation of a new, streamlined data collection, storage, cleaning, analysis and reporting system and processes in close collaboration with the portfolio teams; with a view to systematizing the approach and structures to enable more effective organisational learning.
- Provide guidance and articulate clear roles and responsibilities to ensure update of the new system and processes across the organisation.
- Systematically mine data for insights and lessons to inform programme improvements and feed into effective implementation of CAF's strategy and portfolio and organisational reporting.
- Support the Head of MEL in the design and development of learning and evidence generation activities and associated outputs.
- Draft Requests for Proposals/ Terms of Reference and manage contracts, consultancies, and outputs for evaluations, learning products and policy papers.
- Develop and implement an approach for MEL support to organisational learning
- Guide CAF in data disaggregation processes and approaches to facilitate visibility of progress against equity indicators.
- Update the grant management system in line with MEL developments.
- Support data entry, analysis and synthesis processes to ensure MEL data is used to inform learning and decision-making across CAF.

Technical MEL support (30%)

- Develop and implement plans to build MEL capacity of CAF's delivery teams. This includes preparing workshops, supporting one-to-one sessions, reviewing MEL in new projects and being a focal point for staff members and grantees on all matters MEL.
- Support the Head of MEL in identifying areas for improvement in CAF MEL systems and processes.
- Provide technical support to grantees to ensure MEL frameworks are implemented consistently.
- Support the Head of MEL in the development of high-quality Theories of Change (ToCs) and MEL frameworks for major programmes.
- Build and maintain strong relationships, particularly with CAF portfolio delivery teams.
- Manage day-to-day relationships with consultants where relevant.
- Occasionally represent CAF with funder MEL counterparts and in sector specific events.

Person Specification

Essential technical competencies

- Advanced quantitative and qualitative data analysis skills and experience.
- Demonstrable experience synthesizing learning from large volumes of data and communicating these in a clear and structured manner.
- Extensive experience managing data throughout the programme cycle from data collection design to final reporting.
- Advanced skills in Microsoft Office tools particularly Excel and Powerpoint.
- Strong ability to communicate results to non-technical audiences in a variety of ways.
- Solid experience managing MEL frameworks (including Theories of Change and results frameworks) and implementation of MEL for large international projects and programmes.
- Experience creating a culture of - and mechanisms for - openness and learning across a team of multiple partners and geographies.
- Some experience of various MEL tools and approaches such as outcome harvesting, most significant change, participatory evaluation alongside experience/understanding of quantitative MEL tools and approaches.

Desirable technical competencies

- Experience of creating and managing results dashboards.
- Familiarity with data visualisation tools such as Microsoft Power BI and other similar programmes.
- Experience designing and managing external evaluations for useful, action-focused learning outputs.
- A strong understanding and experience of embedding equity in MEL approaches.
- Trained in statistical analysis.
- Understanding of clean air, climate and / or health interventions.
- Experience developing and refining Theories of Change, including problem analysis/needs assessment, causal mechanisms and assumptions.

Essential behavioural competencies

- Resilient self- starter.
- Comfortable working at pace and dealing with multiple demanding priorities.
- Shows a pragmatic and flexible approach to work.
- Excellent interpersonal skills and ability to build strong working relationships, coordinate across teams and to provide feedback in a sensitive and constructive manner.
- Ability to deal with diverging views and opinions and to negotiate professionally to reach agreements and solutions.
- Inquisitive, and able to think critically and expansively.
- Holds self and others accountable to meet commitments.
- Highly organized with meticulous attention to detail.
- Proven ability to work internationally across different cultures and geographies.
- Strong workshop facilitation skills.

Desirable behavioural competencies

- Acts with optimism.
- Models and encourages the expression of diverse ideas and opinions.

Further information

- This is a full time role.
- The postholder must have the right to work in the location they have applied for.
- We will not be able to support visa applications.
- We facilitate home working for up to 50%.