

Job Description

Job title	MEL Manager	Location	London or Brussels
Department	Monitoring, Evaluation and Learning	Length of contract	Fixed term until end of December 2027
Role type	Global	Job level	Manager
Travel involved	Regional travel within the EU	Safeguarding level	TBC
Reporting to	Head of MEL	Direct reports	None

Who we are

[Clean Air Fund](#) is a global philanthropic organisation that brings together governments, campaigners, researchers, funders, and businesses to create a world where everyone breathes clean air.

Clean air for all

We all need clean air to live, grow and thrive. Yet 9 out of 10 people breathe harmful, dirty air, making air pollution one of our biggest health threats.

Globally, over 7 million people die every year because 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.

In addition to harming our health, air pollution is linked to climate change.

It doesn't have to be this way.

Cleaning our air can be a solution to some of society's greatest challenges, from public health to climate change, children's development to sustainable economic growth.

How we work

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

We do this by:

- Funding and partnering with organisations across the globe that promote air quality data, build public demand for clean air and drive action;
- Influencing and supporting decision-makers to act on clean air and to strengthen the air quality cause; and
- Working with communities that are disproportionately affected by air pollution.

Find out about our 'Clean Air For All' strategy [here](#). Learn more about where we work [here](#).



What Clean Air Fund offers

We are a 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 organisation that is expanding the scale of its work year-on-year and [making a real difference](#).

We provide a competitive reward package, flexible working and a commitment to supporting your learning and professional development. We are intentional about building trusting relationships and, to facilitate a strong culture across the team, everyone comes into the office for 50% of their time.

Everyone who works with us shares our values – collaborative, dynamic and evidence-informed – and a commitment to our mission. We are growing rapidly, so comfort with change and the ability to work at pace is vital, as is a desire to learn, improve and develop with the organisation. Find out [here](#) about our values, offices, benefits, salary and commitment to diversity, inclusion and equality.

EU Portfolio

Over the past three years Clean Air Fund has developed a portfolio of grants with strategic partners in the EU to generate evidence, build demand and drive the development and adoption of the revised Ambient Air Quality Directive (AAQD) by the EU institutions. The updated legislation sets out to better protect our health from harmful concentrations of air pollution.

In November 2024, the Directive was adopted and as per the requirements, all EU Member States must transpose the legislation into national law by 2026 and implement measures to achieve new AAQD limit values by 2030. To support this, CAF plans to initiate a two-year technical assistance and policy advocacy programme aimed at helping targeted Member States to transpose the AAQD by 2026 and start implementation. The programme will focus on nine strategically chosen Member States and within these Member States will focus on their most polluted regions to promote strong clean air policies and achieve significant emissions reductions.

To ensure tracking of progress, learning, and evaluating impact of projects across these geographies, we are delighted to invite applications for a [MEL Manager](#) to support the Portfolio.

Department background

This role will be housed in CAF's MEL department. This department is led by our Chief Impact Officer and consists of a Head of MEL, two existing MEL Managers, a senior MEL and Reporting Specialist and includes 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 learning, 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. This work is guided by an organisational impact framework.

Job purpose and scope

The MEL Manager strengthens CAF's capacity to measure, evaluate, and learn from its climate impact initiatives. This role ensures that strong evidence and insights guide continuous improvement with a particular focus on the effective delivery of the AAQD implementation programme.

The post holder will act as the MEL focal point, managing reporting, evidence generation and dissemination both internally and externally, of the respective programme. The application of lessons and evidence is crucial to successful delivery during the two-year timeframe of the programme. The post holder will lead on developing and delivering a learning plan to support the impact of the programme and its future direction.

The role will focus on the design and implementation of a programme level MEL system and associated tools and processes, to optimise programme efficacy and promote the use of data and evidence in driving results.

Working across the MEL, EU and other Portfolio teams, this role will apply CAF's organisational MEL system and tools for the benefit of our work in the EU whilst also strengthening CAF's contribution to impact overall.

Key working relationships

- Project Director
- Programmes Team members
- Monitoring, Evaluation, and Learning Team members
- EU Portfolio team members
- Fundraising and Funder Relations Team members
- External suppliers and providers (e.g. evaluation consultants).

Key accountabilities

Planning and Design (10%)

- Oversee the design of the MEL framework and system for the programme, including the refinement of the programme ToC, the creation of learning questions and a learning plan and the development of a results framework and dashboard
- Incorporate organisational approaches to MEL within the approach for the Programme
- Ensure that equity indicators and requirements are considered at all stages of MEL development and implementation for the Programme – this includes as part of framework development, evaluation approaches, learning, and MEL-related decision-making.

MEL implementation (35%)

- Oversee the implementation of the Programme MEL framework and system
- Ensure that data collection is on track across all Programme locations to enable systematic performance monitoring of delivery, supported by open dialogue with delivery partners
- Oversee Programme data analysis: manage, update and continue to develop a Programme results dashboard to ensure as close to real-time performance monitoring as possible so that evidence and learning can feed into decision making processes
- Using the dashboard and other relevant data sources, produce high quality MEL progress reports for respective governance bodies both within CAF as well as to external partners, including funders.

Evidence generation, learning and dissemination (30%)

- Support the generation, documentation and sharing of regular learning and insights from across the programme, anchored in the learning questions and ensure that learning feeds into programme decision-making. This includes facilitation of regular learning workshops and reflection sessions, both across the Programme and occasionally within CAF more broadly, to enable the transfer of action-focused knowledge and learning to inform programming
- Oversee programme learning and knowledge sharing across targeted countries, regions and major cities
- Elevate, document and disseminate evidence and lessons regarding effective approaches to minimise or avoid derogations from and across the priority areas under the programme
- Oversee the cocreation and dissemination of evidence and modelling generated by the programme to inform decisions made across targeted areas
- Oversee analysis, packaging and communication of evidence and lessons from programme implementation and results, coupled with intelligence from context monitoring of Member States' broader AAQD implementation, to help inform decision making outside of the programme target areas
- Document and analyse lessons and evidence to inform effective approaches to support following the end of the programme and potential next phases of the programme
- Oversee collation and sense making of the sum of the lessons and evidence generated during the programme implementation, coupled with a formative evaluation exercise, to contribute to the strategy for CAF's continued support to air quality and climate progress in the European Union from 2028 onwards
- Design and manage a Programme level summative evaluation exercise.

Technical MEL support (20%)

- Building the MEL capacity of the Programme team and the associated Grantee network and, where necessary, provide MEL support to wider CAF portfolio teams and initiatives. This includes preparing workshops, delivering one-to-one sessions, reviewing MEL aspects of grants and being one of the MEL focal points for Portfolio staff members and grantees
- Identify areas for improvement in CAF MEL systems and processes

- Provide technical support to grantees to ensure MEL frameworks are implemented consistently.

Relationship management (5%)

- Build and maintain strong relationships, particularly with grantees and Programme delivery teams
- Manage day to day relationships with consultants as required
- Occasionally represent CAF with the programme funder's MEL counterparts.

Person Specification

Essential Technical Competencies

- Solid experience developing and managing MEL frameworks (including Theories of Change and results frameworks) and their implementation in large international projects and programmes, ideally in a global philanthropy, air quality, and/or climate change or international development context
- A strong understanding and experience of embedding equity in MEL approaches
- Experience fostering a culture of - and mechanisms for - openness and learning across a team of multiple partners and geographies
- Demonstrable experience synthesizing lessons, evidence and their application from large volumes of data and communicating in a clear and structured manner
- Strong data analysis skills and experience, specifically in MS Excel
- 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
- Experience designing and managing external evaluations for useful, action-focused learning outputs and evaluations
- Advanced skills in Microsoft Office tools particularly Excel and Powerpoint.
- Experience developing and refining Theories of Change, including problem analysis/needs assessment, causal pathways and assumptions.

Desirable Technical Competencies

- Experience of creating and managing MS Excel-based results dashboards and using additional advanced data analysis programs such as SPSS would be an advantage.
- Understanding of clean air, climate and / or health interventions

Essential Behavioural Competencies

- Experience providing MEL support in a fast-paced environment with an ability to work at pace, juggle competing demands effectively and manage own workload and priorities
- Excellent attention to detail and comfortable problem-solving and working to high standards and as part of an ambitious, mission aligned environment

- Strong interpersonal and communication skills
- Commitment to Clean Air Fund's mission and values
- Proven ability to work across different teams, cultures and geographies
- Strong workshop facilitation skills
- Inquisitive, and able to think critically and expansively
- Holds self and other accountable to meet commitments.

Desirable Behavioural Competencies

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

Further information

- The postholders must have the right to work at the location where this position will be based
- The post-holder can be based in London or Brussels
- Clean Air Fund will not be able to support visa applications
- Salary and benefits will meet local package
- The organisation facilitates working from home up to 50% for most roles
- This role initially offered as fixed term until end of December 2027