

Job Description

Job title	MEL Manager - Breathe Cities	Location	Delhi, India Johannesburg, South Africa Nairobi, Kenya Bogata, Colombia Bangkok, Thailand Jakarta, Indonesia
Department	MEL	Length of contract	FTC until June 2029
Role type	Global	Reporting to	Head of MEL
Travel involved	Occasionally		

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 and 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 often 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 biggest challenges, from 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 and evidence, 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

CLEAN AIR FUND

- working with communities that are disproportionately affected by air pollution and organizations that are willing to support this purpose.

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 is [making a real difference](#).

We provide a competitive reward package, flexible working and a commitment to supporting your learning and professional development.

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.

Breathe Cities

Breathe Cities is a global initiative supporting cities to clean the air and enhance public health.

Delivered by Bloomberg Philanthropies, Clean Air Fund and C40 Cities, the initiative offers cities tools to take ambitious clean air action by expanding access to data and raising public awareness. Launched in 2023 by Michael R. Bloomberg, the UN Secretary-General's Special Envoy on Climate Ambition and Solutions and founder of Bloomberg Philanthropies, and Sadiq Khan, Mayor of London and C40 Cities Co-Chair, Breathe Cities is currently accelerating action in 15 cities to improve the air 77 million people breathe.

To learn more, visit Breathe Cities' [website](#) or follow on [Instagram](#) and [LinkedIn](#).

Department background

The Breathe Cities MEL Manager will be housed in CAF's MEL department. The department plays a critical role in applying rigour and reflection to the delivery of CAF's strategy and programmes. Our ambitions are for Monitoring, Evaluation and Learning (MEL) to be rooted in a culture of evaluative thinking and usefulness. To this effect, we use evidence and learning to improve relevance, efficiency, effectiveness, and impact across our work.

Job purpose

The role is primarily focused on monitoring progress, generating learning and embedding evidence from Breathe Cities to improve delivery, inform scaling and maximise impact. Around 10% of the role will also support wider MEL strengthening across CAF, helping to share useful approaches and contribute to organisation-wide learning.

Scope of role

The postholder will lead delivery of the Breathe Cities MEL strategy, which is the core focus of the role and will account for the vast majority of time. The role is designed to improve the effectiveness of Breathe Cities delivery; monitor and evaluate the impact of interventions; generate and apply learning from evidence; and build the technical monitoring, evaluation and learning capabilities of the Breathe Cities team and partners. In addition, around 10% of the role will be dedicated to supporting wider MEL strengthening across CAF, including contributing tools, approaches and learning from Breathe Cities to benefit the organisation and more broadly.

Key working relationships

This role reports to CAF's Head of MEL and will work closely with the Breathe Cities Head of Project Delivery and Project Director. The postholder will liaise closely with Breathe Cities delivery staff and grantees in countries where the project is implemented as well as with technical staff at C40.

Key accountabilities

MEL planning and implementation (50%)

- Lead delivery of periodic MEL reports for the governance bodies within CAF and for Breathe Cities partnership, including funders. This includes making sure data collection is on track across all Breathe Cities, supported by open dialogue with city-level staff and partners.
- Lead the development and design of city-level theories of change and track high level progress of outcomes across cities. Contribute to strategy development work led by Breathe's portfolio team
- Ensure data sources are kept up to date to enable as close to real-time performance monitoring as possible so that evidence and learning can feed into decision making processes.
- Oversee Breathe Cities programme learning: Support the generation, documentation and sharing of regular learning and insights from across the programme, ensuring it feeds into programmatic decision-making and scaling activities Breathe Cities grows. This includes facilitation of regular learning workshops and reflection sessions, both across Breathe Cities and occasionally within CAF to enable the transfer of action-focused knowledge and learning to inform future programming.
- Ensure alignment and contribute to the wider development of CAF's MEL strategy. This includes utilising MEL approaches, tools and examples of good practice developed for Breathe Cities for the benefit of other parts of the organisation.
- Manage delivery of learning outputs. This includes supporting the Head of MEL in design and management of evaluations and learning products.

Technical MEL support (20%)

- Build MEL capacity of the Breathe Cities project team and, where relevant, the wider CAF portfolio teams. This includes preparing workshops, supporting one-to-one sessions,

reviewing MEL in new grants and being a focal point for staff members and grantees on all matters MEL.

- Provide technical support to grantees to ensure MEL frameworks are implemented consistently.
- Support data entry, analysis and synthesis processes to ensure MEL data is used to inform learning and decision-making across CAF and BC.

Relationship management (10%)

- Build and maintain strong relationships, particularly with Breathe Cities funder, grantees and delivery teams
- Manage day to day relationships with consultants where relevant.
- Represent CAF and Breathe Cities with the programme funder's MEL counterparts.

Support other MEL initiatives and city evidence and learning (10%)

- Support the implementation of CAFs wider MEL strategy through design and delivery of specific evidence and learning initiatives
- Identify and progress cross-Portfolio subnational opportunities related to MEL

Person Specification

Essential technical competencies

- Extensive experience managing MEL frameworks (including Theories of Change and results frameworks) and implementation for large international projects and programmes. This may have been gained in a global philanthropy, air quality, and/or climate change or international development context.
- Exceptionally strong data analysis skills and experience, specifically in MS Excel
- Demonstrable experience synthesizing learning from large volumes of data and communicating in a clear, practical, and structured manner.
- 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
- A strong understanding and experience of embedding equity in MEL approaches
- Proficient in using the latest Microsoft 365 tools, comfortable with cloud-based platforms like Microsoft Teams and SharePoint, adaptable to new ways of working, and an excellent understanding of basic cyber security and data protection hygiene.

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.
- Excellent public speaking skills

- 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, pragmatic self- starter
- Comfortable working at pace and dealing with multiple demanding priorities.
- Excellent interpersonal skills and ability to build strong working relationships 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 other accountable to meet commitments.
- Highly organized with meticulous attention to detail.
- Proven ability to work 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 one of the locations listed above.
- Due to our size, we will not be able to support visa applications.
- Home working can be facilitated for up to 50% of the time.