



forever
Christian

INTERNATIONAL DEVELOPMENT EVALUATION MANAGER

Join us today, you will become part of something bigger than us, something truly life changing.

About Hope and Healing International:

We are a Christian organization, working to bring hope and healing to kids and their families living with disabilities in the poorest communities of the world. Ranked by Charity Intelligence as a Top 100 Charity, with a 5-star rating we work to demonstrate real impact, fiscal transparency, and donor accountability.

Scope of position:

- **Employment status:** Salaried, Full-Time (35 hours per week)
- **Salary:** TBD + Benefits & RRSP
- **Location:** 1600 16th Ave, Richmond Hill, Ontario
- **Date posted:** September 20, 2021

Reporting directly to the Director of International Programs, the **International Development Evaluation Manager** has the primary objective to evaluate and manage data and project deliverables (including narrative and financial reports for Hope & Healing's international programs) and make recommendations on program alignment based on the organization's Theory of Change (TOC) to ensure a positive, transformational impact on the lives of children with disabilities. The position will support the IP team in all data collection, analysis, evaluation, and learning activities to drive accountability and support capacity building and monitoring activities.

Key areas:

- Data synthesization and analysis
- Project management & systems development
- Program evaluation
- Capacity building
- Non-Cash Resources (NCR) evaluation and program alignment

Essential duties and responsibilities:

- Ensure Monitoring, Evaluation, Accountability, and Learning (MEAL) standards and guidelines are aligned with results-based management (RBM) best practices, across Hope and Healing's project partner portfolio.
- Work with the IP team to design and implement systems, tools and collection processes that supports the completion of each program's annual impact report and alignment with our TOC.
- Support the IP team in defining and implementing the key program performance indicators as formulated from the TOC as well as monitoring them throughout the duration of the programs.
- Ensure quality of related data collection throughout program implementation for initiated projects.
- Continually assess project progress and inform organizational decision makers via robust analysis and reporting.
- Provide guidance and expertise as to measuring impact both for cash and NCR.
- Establish program evaluation plans and activities to drive effective decision making and inform strategic planning.
- Facilitate peer-to-peer evaluations, especially as part of country planning strategy and evaluation of any exit strategies.
- Facilitate and serve as a project liaison for any externally managed evaluations if applicable.
- Conduct field-level project evaluation supplemented by frequent international field visits and provide technical guidance to the vetting and selection of external partners.
- Support the annual international project budget allocation process with analysis and the creation of relevant preparatory documentation.
- Implement, monitor, and review the progress of the NCR program and projects.

- Ensure submission of applicable NCR reporting by partners and working with Marketing Services in support of marketing campaigns.
- Design, recommend and implement any tools, forms, and processes to ensure alignment of NCR impact with our TOC.
- Contribute to development of Hope and Healing's strategies for IP programming.
- Provide consultation and guidance to other team members such as the Child Development Curriculum Specialist.
- Provide evaluation information/results to Marketing team for marketing purposes.
- Facilitate discussion to share best practices within and between organizations and partners.
- Provide capacity building expertise and opportunities to partners, based on their organizational profile, results chain framework (RCF), and/or strategic priorities.
- Present in various media the work of Hope and Healing to staff.
- Liaise with external international development organizations (e.g. CCRDA) and other NGOs to foster learning opportunities and sharing of best practices through collaborative initiatives.

Why would you want to come and work with us?

- You will take on a significant role in changing the world.
- You will work shoulder to shoulder with people as excited about changing the world as you are.
- You can bring your faith to work – it makes for an awesome atmosphere.
- We have a comprehensive benefits and Group RRSP plan, and we end work early on Fridays in the summer to allow our team to enjoy some fresh air and sunshine.
- We believe in work-life balance, so we offer 15 paid vacation days starting from the first year of service, paid birthday day off, 10 paid personal days, days off to volunteer and for spiritual growth.
- We consider work from home to be a viable, flexible work option.

Our ideal candidate would have:

- Bachelor's degree or relevant experience in a development field, social science, economics, or other related discipline, with an emphasis on MEAL.
- 3+ years of relevant experience in development and humanitarian contexts in a senior MEAL position responsible for implementing most especially Evaluation & Learning activities of international development projects.
- Experience developing, leading, and managing complex, large scale MEAL initiatives.
- Knowledge of major evaluation methodologies (e.g., qualitative, quantitative, mixed method, and impact).
- Experience in results-based management and performance measurement, including developing results chain frameworks, indicator selection, target setting, data collection, analysis, reporting, database management, and developing M&E systems.
- Strong analytical skills for synthesis of materials, evaluations, and preparation of presentations.
- Deep knowledge of donor MEAL requirements and guidelines.
- Excellent oral and written communication skills in English.
- Experience with tools to aggregate data and automate data analysis.
- Effective interpersonal skills to maintain good relationships with different stakeholders, including facilitating communication with international partners in identifying their unique E&L needs and requirements.
- Knowledge of budgeting and basic accounting principles.
- Independent judgement (project evaluation, analysis of project deliverables).
- Advanced knowledge of Microsoft Office Suite (Office365 preferred).
- Experience with tools to aggregate data and automate data analysis.
- Project Management accreditation is an asset.
- Health and Community-based Rehabilitation knowledge would be an asset.
- Monitoring and Evaluation Training (e.g. IPDET) would be an asset.
- Disability and Inclusive Development Training would be an asset.

Working conditions and other requirements:

- Standard office environment.
- Work from home for part of the workweek.
- Must be eligible to work in Canada and obtain travel visas as necessary.
- Travel required to developing countries for typically one to three-week duration.
- Must be flexible in working hours to accommodate needs of international partners.

If this tempts you even a little bit and you meet the minimum requirements, let us set up a conversation.

Please forward your cover letter and resume to hr@hopeandhealing.org
by October 15, 2021.

The safety of our staff is of the utmost importance to us; therefore, considering the issues surrounding COVID-19, we wanted to let job applicants know that Hope and Healing International's employment offers are conditional upon new hires being vaccinated against COVID-19.

*Hope and Healing International is a 'child-and-adults-at-risk-safe organization'. As a condition of employment, **successful candidates will be required to undergo Vulnerable Sector Screening** from the police jurisdiction in which they reside.*

In Accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Hope and Healing International strives to ensure that all recruiting processes are non-discriminatory. If you require an accommodation, please advise HR in advance of attending the interview.

Only candidates selected for an interview will be contacted. All other applicants are thanked for their interest.