

## Monitoring, Evaluation & Learning Officer

**Location:** Flexible, but preferably In or close to a location where there we have current team members: Gaborone, Rabat, Belgrade, Oaxaca, Bogota, Bangalore.

**Timeframe:** Full-time, renewed on an annual basis

**Deadline to apply:** 7 January 2018

### ABOUT FRIDA

Founded in 2010, FRIDA | The Young Feminist Fund is the **only youth-led fund** focused exclusively on supporting young feminist activism to advance social justice movements and agendas across the globe. We believe in the **collective power, expertise, and innovation** of young feminist organizers to address root causes and structures of inequality in order to create lasting change in their communities. To this end, FRIDA:

- **Provides small flexible grants** to fund initiatives led by young women and trans\* youth under 30 years old with small flexible grants for core support, selected through an annual participatory review process.
- **Offers opportunities for capacity development** that are accessible and responsive to the needs of young feminist organizers, and based on linking and learning relationships that strengthen networks of young feminist activists within multigenerational movements;
- **Mobilizes resources** from both traditional and non-traditional sources, with new and modern methods, to enhance the quality and quantity of funding for women's human rights; and
- **Builds knowledge for advocacy** to ensure financial and non-financial policies are inclusive and responsive to the priorities articulated by young women, girls and trans\* youth.

### JOB SUMMARY

The **Monitoring Evaluation and Learning Officer** is responsible for key aspects of FRIDA's Monitoring, Evaluation & Learning system; A major element of this position is contributing to the strengthening and implementation of FRIDA's learning, monitoring, and evaluation strategy and system across the entire Fund and with all stakeholders using innovative and participatory approaches as much as possible. The MEL Officer will also represent FRIDA in key forums, and contribute to FRIDA's strategic planning, development and administration. The MEL Officer will be supervised by a Co-Director and work closely with the following roles: Programs, Advocacy and Resource Mobilisation Officers. As a small team, the MEL Officer will have working relationships with all staff team members.

This position is a full time position. The location of the position is flexible, but preferably within the Global South, where the applicant is legally able to reside. The monthly salary for this position depends upon experience and within the following range: 30,000-39,000 USD and includes healthcare, vacation leave and professional development benefits.

## **RESPONSIBILITIES**

### **Oversight of FRIDA MEL System**

- Work closely with the Co-Director to strengthen and implement a comprehensive strategy for FRIDA's monitoring, evaluation of and learning, including preparing an annual work plan and budget.
- Foster a community of learning within FRIDA and its grantee partners, supporting grantee partners to document and share progress, lessons learned, and success stories and building inter- and cross-regional and thematic bridges between each other via in-person and virtual spaces.
- Oversight of FRIDA data collection, analysis and management systems, strategies and methods, including use of Salesforce database and Impact Mapper.

### **Support to Donor Reports, Concept Notes and Publications**

- Produce / contribute to reports illustrating FRIDA's impact (donor reports, concept notes, annual reports, op-ed's/articles and so on).
- Support management of FRIDA knowledge building and learning projects related to understanding the Funds impact and contribution to change.
- Support FRIDA's resource mobilization and communications by contributing to advocacy and communications materials and proposals.

### **Grantee Partner Engagement**

- Work closely with the Program team staff to design learning visits and support for grantees based on their reporting;
- Support the annual renewal process for FRIDA grantee partners, working with programs team, overseeing quality control, and completion.

### **Collaborating with Sector as MEL Expert**

- Participate in other Monitoring, Evaluation and Learning working groups and communities
- Represent FRIDA at regional or global meetings.
- Author key articles and communication products reflecting on practice.

### **Program Coordination**

- Adhere to the existing program policies and strategies and develop them as needed in coordination with FRIDA's Advisory Committee and Grantee Partners.
- Participate in FRIDA's strategic thinking and planning for program directions and initiatives, including regular virtual and in person staff meetings.

## QUALIFICATIONS

### Required Experience

- At least three years experience in planning, implementing and managing programs or projects related to activism, human rights, gender or development.
- Demonstrated experience of monitoring, evaluation, and/or learning in social justice, human rights, grant-making or international development organizations.
- Experience working on women's rights and/or youth issues in the Global South and good working knowledge of global geography.
- Experience with participatory-based approaches.

### Required knowledge

- University degree in women's human rights, international development, community development, women's leadership training, women's studies or a related field.
- Knowledge about women's human rights at the regional and/or international level.
- An understanding of feminist issues, advocacy and/ or donor environment around women's rights.

### Required Expertise & Skills:

- Fluency in English and excellent written and oral communication skills.
- Fluency or high proficiency in a second language, preferably French.
- Commitment to building and fostering the skills of young feminist organizers.
- Strong understanding of and experience working with print, electronic, online and/or social media.
- Strong attention to detail, organizational skills and ability to multi-task.
- An ability to represent an organization in front of diverse audiences and situations.
- Excellent logistical skills and planning for successful events with international participants.
- Comfort in working with colleagues dispersed around the globe in various time zones.
- Ability to take initiative and work efficiently under pressure, both independently and as a team member.
- Demonstrate sensitivity and appreciation for diverse viewpoints and different communication styles in a politically and culturally diverse environment.
- Willingness and ability to travel internationally.
- Proficiency in Microsoft Office and familiarity with online technology and information management system
- Remains calm, in control and good humored even under pressure

### Desirable:

- Understanding of the strengths, needs, opportunities, and challenges of young feminist groups in advancing social justice movements and agendas.
- Knowledge of and networks related to young feminist activism in local, regional, national and/or global contexts.
- Experience working in women's funds or an international organization in multiple countries.
- Courses or certificates in learning, monitoring, and evaluation, program management, and topics related to young feminist organizing.

- Ability to communicate in third language, especially Spanish, Portuguese, Russian, or Arabic.
- Young woman and transgender youth under the age of 28 are strongly encouraged to apply
- Knowledge of database design and use, data processing and analysis

## HOW TO APPLY

Deadline to apply: **7 January 2018**

Please send:

1. Cover letter (addressing how you meet the necessary qualifications and outlines why you want to work for FRIDA),
2. Resume or CV, and
3. List of three references.

Email: [recruitment@youngfeministfund.org](mailto:recruitment@youngfeministfund.org). Please include "MEL Officer" in the subject line.

No phone calls please. Only email applications will be accepted. We thank all who apply, but only shortlisted candidates will be contacted. FRIDA encourages, promotes and supports diversity in all aspects of its work.

To learn more about FRIDA, please visit our website at <http://youngfeministfund.org/>