



**POSITION TITLE:** MONITORING & EVALUATION MANAGER  
**LOCATION:** HEAD OFFICE OTTAWA, PROGRAM DEPARTMENT  
**REPORTS TO:** DIRECTOR OF PROGRAMS  
**SALARY RANGE:** \$84,460 – 95,706  
**SUPERVISES:** N/A

### **Join an organization making a difference!**

Good books brought to life by excellent teachers help learners understand and thrive in the world around them. That is the idea behind CODE. CODE takes a comprehensive approach to programming, working with teacher educators, teachers, librarians, writers, and publishers to develop and sustain literate environments. CODE works in partnership with national and local governments, local implementing partners and in-country experts as well as with international experts, institutions, and organizations. We are growing and looking to recruit a key position in the organization.

CODE is currently developing new systems, processes, and tools for Monitoring & Evaluation, in order to meet the needs of the growing organization, and addition of new projects. New methodologies for training teachers, Literacy Assessments, and monitoring outcomes of their learning, then further to demonstrate the learning of children are being developed, through an Outcome Mapping process. CODE is hiring a key member of the team to support and lead this process and make significant and lasting impact on the organization and those we seek to support.

Under the direction of CODE's Director of Programs, The Monitoring & Evaluation Manager will be the lead focal point for all Evaluative Learning systems, Literacy Assessments, Literacy Assessment tools and processes, will support CODE's technical aspects dealing with Education, Literacy, Gender, Book Development and Research. The Monitoring & Evaluation Manager will support the inclusion of technical and strategic development and implementation of all stated themes within the programs. The Monitoring & Evaluation Manager will support the process in new project development to ensure that all strategic and technical elements are included in projects and programs. The Monitoring & Evaluation Manager will serve as a key liaison between the country teams and CODE HQ in Ottawa, serving as a champion for the field for technical issues. The Monitoring & Evaluation Manager will work closely with all Program Managers to monitoring program implementation, reporting, as well as pursuing program development opportunities in accordance with CODE's Strategic Plan.

CODE's programs address the severe shortage of qualified educators, drive sustainable change through system reform and put the empowerment of girls and women at the heart of CODE's programs. The Monitoring & Evaluation Manager is a core position within the organization towards achieving results in these areas.

## MAJOR RESPONSIBILITIES

### Evaluative Learning and Monitoring

- Responsible for management of CODE's M&E systems, process and tools, including the online M&E system – **LogAlto**
- Establish comprehensive Literacy Assessment tools with support from the Education and Literacy Specialist to be standardized and used across the organization
- Utilization of Outcome Mapping processes to show evidence of impact
- Responsible for ensuring CODE key KPIs are monitored on a regular quarterly basis
- Lead and ensure the quality of all monitoring and evaluation and knowledge management components of CODE programming.
- Ensure the integration standardized Literacy Assessments and of monitoring and evaluation activities into all CODE project components.
- Design and coordinate the systematic and standardized collection, analysis, and interpretation of appropriate Literacy Assessment and monitoring and evaluation data
- Ensure timely and complete reporting from in-country implementing partners in accordance with reporting formats, Literacy Assessments, especially supported by education faculties
- Monitor and evaluate progress towards meeting annual work plan objectives and expected outputs and outcomes including selecting progress indicators and monitoring progress in meeting them
- Support the preparation of quarterly progress reports, annual reports, inception reports, ad-hoc technical reports, and success stories in line with the required formats
- Provide quality control for the collection, analysis and reporting of indicator data and Literacy Assessments
- Develops terms of reference for mid-term reviews and final evaluations of projects
- Coordinate monitoring and evaluation capacity building efforts for CODE partners and stakeholders
- Identify, document and disseminate promising practices, in coordination with PMs and country partners
- Support PMs and country partners to utilise monitoring information to improve programming

- Works closely with the Program Managers to ensure day to day monitoring of outputs are being followed and recorded

### **Supports Education, Literacy, Gender, Book Development and Research Technical Aspects**

- Supports the involvement of technical volunteers and consultants working with CODE and Country Partners.
- Supports the development CODE's technical programmatic strategies for Education, Literacy, Literacy Assessment, Gender, and Research
- Supports the inclusion of all technical aspects are integrated within all projects and programs, specifically Literacy Assessments
- Supports the process of new project design and Logical Framework from the very outset of new opportunities being identified
- In collaboration with Program Managers, develops results-based programs that comply with CODE's policies.
- Working closely with Program Managers, oversees Partners' compliance with CODE's strategies
- Supports managers with monitoring of CODE's partners implementation of projects, and with Literacy Assessments and associated tools
- Captures best practices and lessons to share with CODE.
- Networks with relevant GAC desks, and other donors, research organizations, education and women's and gender equality organizations to keep informed of policies and practices related to CODE's work.

### **Strategic Development for CODE Programming**

- Supports the process of developing the CODE Strategy, with close relations with the Executive Director, the Management Team, and Program Managers
- Supports the process of development individual CODE Country Strategies, with close relations with the Program Managers, and the Sierra Leone Country Office Team
- Works with all relevant staff to update and report on the CODE Strategy, and review as needed
- Contribute to the development of project proposals with respect to monitoring and evaluation
- Responsibility to develop Evaluative Learning strategies and Literacy Assessments for all projects and programs, with support from the Program Managers
- Participate on behalf of CODE in appropriate technical meetings and conferences for knowledge dissemination.
- Develop learning for CODE as an organization, as well as, for individual programs to ensure quality and strategic direction is maintained

### **Contributes to effective management and functioning of CODE**

- Works with members of the Fund Development and Marketing department, Finance department and Executive office to prepare proposals and reports to CODE's individual and institutional donors.
- Writes blogs, articles and other communications pieces for CODE's website, Annual report, newsletters and other communication materials.
- Participates in CODE's staff meetings and represents CODE at relevant meetings, conferences and other fora.
- Performs administrative duties consistent with CODE's corporate policies and practices.

## POSITION QUALIFICATIONS

### Essential:

- Commitment to CODE's vision of supporting a sustainable literate environment in the developing world
- Commitment to girls and women's rights and understanding of integrating gender equality in development initiatives
- Advanced degree in monitoring, international development, education or a related field.
- Experience in Education and Literacy programming and development of Literacy Assessment strategies and tools highly desirable
- Minimum 10 years of experience working on international development programming (preferably in education and literacy in Africa), as a monitoring specialist
- Knowledge and use of online M&E tools, systems, and software, specifically LogAlto
- Extensive knowledge of Outcome Mapping processes and tools
- Extensive knowledge and experience of developing organizational strategies
- Extensive knowledge and experience in developing new projects and programs
- Strong English-language writing skills with experience in proposal and report writing.
- Excellent interpersonal, problem solving and communication skills
- Demonstrated ability to get things done
- Flexibility, with a strong work ethic to accommodate high levels of responsibility and multiple priorities
- Strong work ethic and be able to work as part of a team and independently
- Authorized to work in Canada
- Ability to travel internationally (up to 3 weeks consecutively) 2-4 times per year

### Desired:

- Experience with literacy programs in developing country contexts
- Knowledge in development of Literacy Assessment strategies and tool
- Knowledge of teacher education

- Experience living and/or working in a developing context
- Experience working on Global Affairs Canada funded projects
- Knowledge of the LogAlto online system.

**Deadline for applications:** Wednesday August 31<sup>st</sup>, 2022

Please send cover letter and CV to

<https://codecan.applicantstack.com/x/apply/a2h8bz71rnsk>

Only those applicants selected for an interview will be notified. We regret we cannot entertain phone calls. CODE is an equal opportunity employer. Candidates should be legally entitled to work in Canada. For more information about CODE, visit [www.code.ngo](http://www.code.ngo).