

# Advocates for Community Alternatives



[www.advocatesforalternatives.org](http://www.advocatesforalternatives.org)

## Position Description – Monitoring, Evaluation & Learning Coordinator

Advocates for Community Alternatives (ACA), based in Accra, Ghana, is recruiting a Coordinator to lead our Monitoring, Evaluation, & Learning (ME&L) practice. *This is a full-time position, to be filled as early as possible in the New Year.*

Established in April 2016, ACA helps West African communities that are threatened by the destructive impacts of extractives-led development to take control of their own futures. We do this by working with communities to design their own sustainable development plans and to advocate to achieve those plans. We also build networks of lawyers and other experts to help communities' plans come to fruition. ACA has projects in communities in Ghana's Bono East and Eastern Regions, in addition to collaborating and supporting programs for the Public Interest Lawyering Initiative for West Africa (PILIWA), a network of lawyers and legal advocates in nine West African countries.

### Role

ACA functions as a laboratory for innovations in community-driven development and legal strategies. We then teach our lessons to partners throughout West Africa, helping them to implement our methods and serve an ever-greater circle of communities. To date, however, our ability to draw lessons from our work, use those learnings to improve our work, and communicate our learnings with the outside world has been ad hoc.

The ME&L Coordinator will be responsible for building ACA's ME&L practice. Working closely with the program leads, he or she will systematize our practice of drawing all possible lessons from our innovations and experiments, advise the program staff on incorporating those lessons into future activities, and lead the design of trainings, publications, and other external communications based on our learnings. He or she will work directly under the supervision of the Executive Director.

Specifically, he or she will undertake the following:

#### 1. Design ME&L Practice

- Develop guidelines, procedures, and standardized instruments and tools for monitoring and evaluation of programs, and work with ACA Program Leads to implement them. This may include, for example, the development of procedural manuals, questionnaires, templates for interviews and focus groups, report templates, and workshop agendas.
- Help Program Leads identify and measure key indicators of success for all program activities

#### U.S. Mailing Address:

341 W.24<sup>th</sup> St., Apt 21C  
New York, NY 10011

#### Ghana Office Physical Location:

Hse F523/2 Kuku Hill Cr.  
Osu, Accra, Ghana

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- Identify and validate key learnings from ACA’s activities and partnerships by reviewing activity reports, M&E reports, and the results of site visits and other M&E audit activities.
  - Assist Program Leads to incorporate monitoring, evaluation, and extraction of lessons into all program plans, including by identifying decision points that could trigger changes in strategy or approach
  - Oversee collection and processing of learnings by Program staff, including periodic site visits in Ghana and other West African countries as appropriate/necessary
  - Lead regular discussion and learning sessions with staff and partners
  - Compile and update case study library of ACA innovations, for internal and partner use
  - Assist ACA Program Leads to analyze data collected and advise them on incorporation of learnings into program design and choice of future innovations
2. Communicate ACA learnings with partners and other audiences
- Working with Program Leads, develop trainings that incorporate our learnings, to promote capacity of partners to implement ACA methodologies
  - Create and disseminate communications (reports, articles, webinars, presentations) that explain our learnings to external audiences
  - Assist Program Leads and Executive Director with grant reporting as appropriate

### **Required Qualifications**

- Bachelors degree in statistics, demographics, public policy, international development, economics, or related field.
- Minimum of three years professional experience in a senior M&E position responsible for implementing M&E activities of international development projects.
- Demonstrable experience in training civil society organizations, including the development of training materials
- Demonstrable experience in producing good quality documents for different audiences
- Experience in planning and managing surveys
- Experience in developing and refining data collection tools.
- Experience with data quality assessments and oversight.
- Fluency in English
- Excellent writing skills, including for public/external audiences
- Willingness and authorization to live in Ghana or other West African base of operations
- Willingness and ability to travel widely across up to nine West African countries, including to remote, rural areas lacking electricity and paved roads.

### **Preferred Qualifications**

- French language proficiency
- Master’s degree or Bachelor plus an advanced certificate in M&E, statistics, or economics
- Professional experience working in less-developed, rural communities

- Human rights fieldwork experience
- Experience working with media (including social media)

### **Compensation**

ACA offers a generous compensation and benefits package that is at least comparable to that of other non-profits operating in West Africa. Exact salary is commensurate with experience and qualifications.

### **Application Procedure**

Submit to ACA's Executive Director, Jonathan Kaufman, at [jonathan@advocatesforalternatives.org](mailto:jonathan@advocatesforalternatives.org), with the subject header "ACA ME&L Coordinator Job Application," the following:

- Cover letter explaining interest and relevant experience
- Resume/CV and list of relevant professional publications
- List of three professional references

If the application moves to the interview stages, each interview will be by teleconference.

### **Application Deadline**

31 December 2020