



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Programme Support Officer (Monitoring & Evaluation), School of Biology, Faculty of Biological Sciences



**Salary: Grade 7 (£32,548– £38,833 p.a.)**

**Reference: FBSBY1083**

**Closing date: 27 June 2018**

**Fixed-term until 31 December 2021 (external funding)**

## **Programme Support Officer (Monitoring and Evaluation), School of Biology, Faculty of Biological Sciences, Global Challenges Research Fund AFRICAP Programme**

**Do you have a background in international development with experience of leading Monitoring and Evaluation on multi-partner projects? Are you passionate about translating research and evidence into policies that can help achieve the Sustainable Development Goals? Do you want an important role at the heart of a consortium of world-leading institutions, working to deliver a flagship programme of research and capacity building?**

As the Programme Support Officer (Monitoring and Evaluation) for the Global Challenges Research Fund programme, Agricultural and Food-system Resilience: Increasing Capacity and Advising Policy (GCRF-AFRICAP), you will lead and oversee all aspects of the monitoring and evaluation (M&E) of the project and successful M&E reporting of the programme. GCRF-AFRICAP is a £9.2 million programme funded primarily by Research Councils UK (RCUK) to build research into policy capacity in the agriculture and food sectors in eastern and southern Africa by translating interdisciplinary research into evidence, evidence into policy and policy into practice through an innovative model of policy learning and experimentation.

Leading the M&E reporting to RCUK and working closely with programme teams and researchers across the consortium and programme partners in four African countries (Malawi, South Africa, Tanzania and Zambia), you will be responsible for the delivery of M&E and provide programme support to team AFRICAP. You will co-ordinate day-to-day M&E structures, systems, data collection and reporting working closely in partnership with the equivalent role at Food, Agriculture and Natural Resources Policy Analysis Network (FANRPAN, main implementing partner). You will report to and work with the Programme Executive Officer (PEO) to build capacity in M&E to a high level in University of Leeds (UoL) and across programme partners. This is an exciting opportunity to contribute towards sustainable development in four countries and develop transferable lessons for donors, development practitioners and policymakers around the world.

You will have excellent M&E, reporting and project management skills proven in the delivery of multi-partner projects and a passion for development. You will also have



experience of working in African countries and with African partners, and a willingness to travel frequently.

## What does the role entail?

As a Programme Support Officer (Monitoring & Evaluation) your main duties will include:

- Supporting the Programme Executive Officer (PEO), the programme team and AFRICAP Executive to ensure that milestones are reached and potential problems are solved in a timely manner to achieve the agreed strategic and administrative roles of the project;
- Developing with the PEO and all the programme implementing partners (IPs) M&E tools including Theory of Change and Logical Framework (logframe); including agreeing common indicators, risks and assumptions for data collection, design data collection tools/templates and assist with regular data collection process;
- Leading on M&E routine progress reporting and programme achievement to Research Councils UK (RCUK) and Biotechnology and Biological Sciences Research Council (BBSRC) to meet the funder's M&E criteria and deadlines;
- Co-leading with FANRPAN and co-ordinating with the University and all programme implementing partners (both in the U.K. and four African implementing countries) in both design and implementation of M&E structures, systems and plans;
- Facilitating development with each IP as appropriate: a capacity building plan and organisation development plan for monitoring evaluation and learning;
- Co-leading with FANRPAN to track the programme's overall objective, purpose, outcome and output level results on a quarterly basis in close coordination with IPs. Integrate this into reporting templates;
- Co-leading with FANRPAN to develop and participate in regular monitoring field visits as and when required;
- Developing the design of Terms of Reference, training materials and communication materials related to programme M&E; including delivery of M&E training with IPs as necessary;
- Providing technical support to programme IPs on implementing the M&E plan and logical framework; building capacity in M&E data collection and reporting;



- Developing and regularly review M&E tools and make adjustments to facilitate objective measurement of indicators;
- Liaising with FANRPAN to collect and analyse data from IPs and to jointly determine progress achieved;
- Coordinating with IPs, programme team members and relevant stakeholders to report on case stories, best practice documentation, lessons learned; and produce information in programmes' reports and other knowledge products, including Researchfish;
- Liaising with FANRPAN to ensure ongoing quality control of GCRF-AFRICAP's implementation of M&E to ensure achievement/delivery of planned programme indicators;
- Coordinating, organising and facilitating various national and international events such as meetings, workshops, conferences, and seminars;
- Working closely with GCRF-AFRICAP Theme Lead and assist with implementing and delivering programme activities for Research Management, Capacity Building and Cross-Cutting Training;
- Working with Theme Lead and PEO to develop and document a systems approach to climate smart agricultural-food systems (CSAS).

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Programme Support Officer (Monitoring & Evaluating) you will have:

- Masters level qualification in an area relevant to International Development (or studying towards) or have significant experience of working in International Development;
- Demonstrable M&E experience including leading and delivering M&E to meet funder's criteria and deadlines for multi-partner projects and/or programmes;
- Excellent numeracy skills, with the ability to produce both quantitative and qualitative M&E internal and external reports;
- Experience of working in Africa and/or with African partners and a willingness to travel frequently;
- The ability to develop effective working relationships with a wide range of people from different cultural backgrounds;



- Strong project management skills, with demonstrable ability to influence programme team members;
- Proven planning, analytical and problem solving skills, and decision-making ability;
- A personal commitment to sustainable development issues;
- Excellent time management, organisational skills and ability to work to deadlines;
- Fluency in English, with excellent verbal and written communication skills.

You may also have:

- Evidence of working with multi-disciplinary and cross-cultural teams;
- An awareness and understanding of how academic research is applicable in the external environment;
- A recognised project management qualification (e.g. PRINCE 2 or equivalent).

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised [closing date](#).

## Contact information

To explore the post further or for any queries you may have, please contact:

**[Steve Besford](#), Programme Executive Officer**

Tel: +44 (0)113 343 6965 or +44 (0)7753 100799 (work mobile)

Email: [s.p.besford@leeds.ac.uk](mailto:s.p.besford@leeds.ac.uk)

## Additional information

GCRF-AFRICAP's website is under development:

<https://africap.info/>

Find out more about UoL's Faculty of Biological Sciences:

<http://www.fbs.leeds.ac.uk/>



Find out more about UoL's Research & Innovation:  
[http://www.leeds.ac.uk/info/2000/research\\_and\\_innovation](http://www.leeds.ac.uk/info/2000/research_and_innovation).

Find out more about [Athena Swan](#) in the Faculty.

Find out more about [Research & Innovation Services](#).

### **Working at Leeds**

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### **Candidates with disabilities**

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## **Criminal record information**

### **Rehabilitation of Offenders Act 1974**

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

