

**Monitoring, Evaluation and Learning Manager (MEL Manager: FTE 0.5)
RiseUp! Leadership Program in Asia and the Pacific**

The World YWCA is seeking a candidate that is passionate about monitoring, evaluation and learning (MEL) mechanisms and methods to serve as the MEL Manager for the World YWCA-led RiseUp! Leadership Program in Asia and the Pacific, funded by the Department of Foreign Affairs and Trade, Government of Australia.

About The World YWCA

The World YWCA has an ambitious goal: to reach 100 million young women and girls and transform power structures to end gender inequality by 2035. Established in 1855, the World YWCA is the world's oldest women's movement. With member associations in 109 countries, it works to fulfil human rights and make gender equality a reality. The World YWCA is a learning organization in which there is recognized mentorship across generations. Sixty percent of the members of the World Board are aged 30 and under. The purpose of the World YWCA is to develop the leadership and collective power of women and girls around the world to achieve justice, peace, health, human dignity, freedom and a sustainable environment for all people.

The World YWCA mobilizes and connects millions of young women around transformational change, provides leadership opportunities in more than 100 countries around the world. It also actively works to influence policies, regulations and social and community norms which prevent the realisation of rights and leadership potential of women.

The World YWCA has three strategic priorities:

- Management and governance excellence towards Goal 2035
- Strategic partnerships and communication towards Goal 2035
- Engagement and mobilisation of girls, young women and women towards Goal 2035

The position is a key part of how World YWCA and the RiseUp! Phase IV initiative will contribute to Goal 2035 of the World YWCA.

Location: Asia-Pacific YWCA region¹

Closing date: August 6, 2021; Friday; 5 PM CET

Starting date: as soon as possible

Type of agreement: contract until March 2025 (linked to RiseUp! Program funding)

Reference: YWCA-MEL/RiseUp!

¹ India, Nepal, Sri Lanka, Singapore, Thailand, The Philippines, Taiwan, Japan, Hong Kong, Papua New Guinea, Australia, New Zealand, Bangladesh, Samoa, Solomon Islands, Myanmar



Specific requirement: Open to candidates with a right to work in their country of residence and able to independently fulfil the social protection and tax requirements in said country. This requirement applies to all applicants regardless of nationality.

Website Link: <http://www.worldywca.org/>

Annual gross compensation range (12 months basis; flexible with average 20 hours per week): AUD 60'000 – AUD 70'000

Purpose of Role

The MEL Manager is responsible for leading program-wide MEL and building the capacity of RiseUp! Leads² (young women based in each country as leaders of the national grants) and YWCA member associations (MAs) to deliver MEL in their unique context. The position will be the key person responsible for the finalization and implementation of the Phase IV MEL framework design, building on the foundations and learnings of Phase III and Phase IV Design of RiseUp!, and also design and implement the tools to support its implementation, working with the RiseUp! Asia-Pacific core team and consultants. The MEL Manager will lead localization and operationalisation of the MEL framework across implementing countries, the World YWCA and for program-wide performance assessment, including data collection. They will deliver training and ongoing support for MAs and RiseUp! Leads who are leading MEL in-country. They will also collate, synthesise and analyse program data to support performance assessment and learning, and will lead regional and other learning events. The MEL Manager is responsible for collating program-wide results data and is the primary author of program annual performance and other similar reports.

The MEL Manager will report to the Director of Global Engagement and Impact and will work closely with the RiseUp! Program Manager and Regional Program Coordinator.

Key Responsibilities

- Developing a full MEL system for RiseUp! Phase IV that builds on the Phase III MEL Framework and extends its scope to cover the full program.
- Supporting RiseUp! Leads, MAs and other relevant staff to localise and operationalise the MEL Framework in their context.
- Working with MAs and RiseUp! Leads to co-develop a framework, resources and tools for assessing progress towards inter-generational power sharing.
- Co-developing new tools and resources required for MEL processes, as and when required.
- Leading the development of narrative and financial reporting templates for the Regional Program Coordinator and RiseUp! Leads.
- Delivering training, coaching and trouble-shooting for RiseUp! Leads and MAs to deliver MEL tasks.
- Facilitating regional analysis and learning events.

² RiseUp! Leads are young women of 18-30 years age working with YWCA member associations to ensure effective implementation of the country projects.



- Collecting and collating data and undertaking analysis in collaboration with young women across the region where relevant to support the assessment of program performance and learning.
- Assessing implementation of the MEL framework in practice and identifying and coordinating further capacity development or amendments to the MEL system.
- Commission and support the joint evaluation.
- Drafting the whole of program Annual Report and other reports, as warranted.
- Ensuring that the Program MEL is integrated in the larger [World YWCA Goal 2035](#) evaluation and learning process.

Required Expertise

- Relevant and applicable depth and breadth of experience developing and implementing MEL Frameworks that are underpinned by feminist, participatory approaches and are appropriate for diverse, low-resource contexts.
- Ability to build individual and organisational MEL capacity, including through remote engagement.
- Data collection, collation and analysis skills, including in diverse and low-resource contexts.
- Ability to build and maintain relationships and networks to support coaching and learning of MAs, team members and others as warranted
- Leading and facilitating participatory processes to undertake performance analysis and learning.
- Strong report writing skills and ability to draft reports that meet the standards of the audience.
- Able to work effectively with a team that collaborates closely, but with minimal daily management guidance/supervision.
- Attention to detail to ensure compliance with program requirements, but also to optimally leverage program opportunities and data.
- Very good relationship building skills with the ability to build strong, trusting relationships
- Experience and comfort in working under clear and non-negotiable deadlines.
- Possession of personal organizational approaches to effectively plan for and complete the defined deliverables of the position.
- Good interpersonal relationship communication and negotiation skills to ensure transparent and mutually accountable collaboration with internal and external colleagues.

Skills, Knowledge and Experience

Information Technology Skills

- Prior experience and excellent command of Office tools (Microsoft Office, Microsoft Outlook), including Excel and prior experience in using them.
- Proficiency in qualitative and quantitative analysis processes and tools. Knowledge of and experience with progressive and feminist MEL approaches like storytelling, praxis, photo voice etc. is very valuable to the design of the program.

Language Skills



WorldYWCA

16 Ancienne Route
CH-1218 Grand Saconnex
Genève Suisse

Téléphone (+41) 22 929 60 40 | info@worldywca.org

- High level of English proficiency (reading, writing, and verbal) as English is the common language among all partner organizations of RiseUp!.

Personal Orientation

- Commitment to the human rights of girls and women; enthusiasm about the mission of World YWCA.
- Commitment to feminist leadership principles; keen to work in a passionate and mission driven environment.
- Must be a team player, working closely with others in an agile, fast paced environment.
- Willingness to work within a relatively small team (15) wherein ownership of individual (and non-redundant) deliverables requires high accountability.

How to Apply:

Applications must be addressed to World YWCA via email to hresources@worldywca.org stating YWCA-MEL/RiseUp/+your surname in the subject line.

To apply for this role, attach:

- a CV in English
- a motivation letter (two pages maximum) that summarises how your profile aligns with the role,
- work certificates,
- diplomas or other relevant training or certification documentation, or other relevant information, and
- three references