



**JOB DESCRIPTION**  
**MONITORING, EVALUATION AND LEARNING ADVISOR**  
**LANKA SOCIAL VENTURES LTD**

<b>JOB TITLE: Monitoring, Evaluation and Learning Advisor</b>
<b>LOCATION: LSV main office (National level)</b>
<b>SALARY: Negotiable</b>
<p><b>ABOUT LANKA SOCIAL VENTURES LTD (LSV):</b></p> <p>Lanka Social Ventures Ltd. is a small, dynamic organisation that delivers support services to aspiring and existing social entrepreneurs and enterprises, community groups and SMEs with social mission.</p> <p>Our primary objectives are to:</p> <ul style="list-style-type: none"> <li>• Promote and support social enterprises through development and delivery of support interventions, including social business incubation, training, business support, investment, trade, and all kinds of activities related to the economic enhancement of social enterprises.</li> <li>• Raising awareness at policy, institutional, and community level and raise the profile of social enterprises in the sector.</li> <li>• Engage with public private and non-state sector institutions, forums, networks, and alliances, investors to ensure social enterprises are at the heart of the business and policy agendas.</li> <li>• Influence and facilitate to create a favourable environment for social enterprises to develop and thrive.</li> <li>• Develop national and international partnerships and support networks among social enterprises to find market based solutions through innovative ways maximizing human and environmental well-being.</li> </ul>
<p><b>JOB PURPOSE:</b></p> <p>To be responsible for enhancing the quality and accountability of LSV’s programmes and activities. The MEL Advisor will bring innovation, knowledge and experience to shape, strengthen the LSV’s monitoring, evaluation and impact measurement system. MEL Advisor will ensure that all programmes and activities are continually monitored for their effectiveness and appropriateness and that lessons are documented and communicated to inform on-going implementation and future programming. The Advisor will guide teams in achieving outcome/impact focused projects and accountability to beneficiaries in line with LSV’s policies and practices.</p>
<p><b>REPORTING LINES:</b></p> <p>Post holder reports to: Managing Director / CEO.  Staff reporting to this post: None</p>
<b>DIMENSIONS:</b>

- Required to assist the senior management to develop long-term vision and strategic planning to achieve significant impact from programmes and activities.
- Support to coordination of and delivery of agreed plans or strategies.
- Representation in coordination meetings and external relationships.
- Support to plans and manages sub-unit resources.
- Contribute to broader program strategy and involve collaboration with other divisions.
- Requires the ability to analyse and communicate complex information to a wide audience.
- Role is variable with well-defined targets and/or minimum standards and is both proactive and reactive.
- To play active role on issues related to programmes and activities through personal contacts and co-ordination of allies.
- To take part in public engagements based on agreed plan of action and objectives.
- To produce clear and quality reports that demonstrates good accountability.

**KEY RESPONSIBILITIES:**

**Monitoring & evaluation:**

- Ensure that the organisation delivers on all internal and external monitoring & evaluation requirements in a timely manner and with high quality information.
- Strengthen LSV's monitoring evaluation and learning systems and processes to assure achievement and progress towards LSV's objectives and outcomes.
- Develop outcome and learning indicators for logframes and other purposes.
- Ensure that data collection methodologies used at field level are standardised, enabling the specific vulnerabilities of different target groups to be captured and analysed.
- Ensure that verifiable, quantitative data is routine collected and analysed for LSV's projects, across all sub-divisions.
- Ensure that monthly quantitative data analysis is shared with the senior management, donors and stakeholders to inform programme design and review.
- Ensure that all internal and external reporting requirements are met with timely, relevant, triangulated and well analysed data.
- Support LSV teams with assessment/evaluation planning, ensuring that minimum criteria for quality evaluations are integrated into design and implementation.
- Ensure that all assessment/evaluation reports meet LSV quality criteria, and promote the integration of recommendations and lessons learnt in planning and future programming.
- Contribute to improvements in existing policies and procedures to enhance effective accountability mechanisms.
- Ensure that participation activities are appropriately planned and budgeted for in programme design and funding applications.
- By facilitating information sharing with key stakeholders, including beneficiaries and clients, ensure that LSV promotes transparency throughout all stages of implementation.
- Ensure that programmes and activities are designed to promote feedback and response mechanisms and include systems to effectively manage complaints. .

**Learning**

- Support the LSV staff members responsible for programmes and activities to communicate program learning (through document sharing, presentations, etc).
- Participate in designing and implementation of studies, assessments and learning in coordination and cooperation with respective staff.
- Seek opportunities for information sharing and learning exchanges with partners, stakeholders, beneficiaries and clients.

**General requirements:**

- Work within a flexible framework in order to meet the demands of the service outside usual office hours and to travel as frequently as required
- Ensure adherence to appropriate protocols and guidance to safeguard the welfare of any children, young people or vulnerable adults known to LSV.
- Carry out any other duties in line with the role as required by the senior management team.

NB: All employees are expected to adhere to Diversity & Equality and Health and Safety Policies

**SKILLS AND COMPETENCE:**

- Significant skills experience in monitoring, evaluation and learning.
- Education to bachelor's degree level in a relevant subject or equivalent field experience.
- Experience of, and commitment to working through systems of community participation and accountability.
- Demonstrated strong monitoring and evaluation skills, including planning/participating in evaluations.
- Ability to work both in an advisory and a hands on implementation capacity.
- Proven capacity to supervise, train and coach staff.
- Experience of representation and ability to represent LSV effectively in external forums.
- Experience of contributing to successful funding proposals for donors.
- Good verbal and written communication skills and ability to relate to people from all backgrounds and ability to write clear and effective assessment and project reports.
- A high level of written and spoken Sinhala & English. Ability to speak Tamil would be advantageous.
- Politically and culturally sensitive with qualities of patience, tact and diplomacy
- Ability to produce high quality, well-written communications in a variety of formats, with acute attention to detail.
- The capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances.
- Experience of managing a variety of demanding tasks simultaneously and successfully achieving deadlines and targets through effective project management skills.
- Demonstrated ability to work flexibly and cooperatively with a team and a commitment to working in a challenging and demanding working environment
- Reliability and integrity, together with an enthusiastic and positive attitude
- Ability to use initiative, apply diplomacy and demonstrate resilience in the workplace.
- Good financial and budgetary management skills.
- Awareness of diversity, cultural and political sensitivities.
- Experience with an understanding of public-private-community partnership development.

- Mature judgement and skills in diplomacy; strong awareness of political sensitivities.
- Excellent computer literacy and demonstrable knowledge of relevant M&E, project management software, social media platforms and creating info-graphics is essential.
- Ability to travel to all areas in Sri Lanka and overseas if necessary.

**OTHER:**

This job description is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments following discussions with the post holder. The post holder will be expected to work to agreed objectives, which should facilitate the achievements of the key responsibilities in accordance with the Performance Review process

**Date of issue: 01 March 2018**