

## Job Description

|  |   |
|--|---|
| <b>Job title</b>   | Evidence Learning and DDM Advisor, Technical Assistance for Layering High Impact Interventions on G-ANC/PNC Platform for Improved Maternal and Newborn Outcomes Programme |
| <b>Department</b>  | Programmes  |
| <b>Location</b>  | Kano, Nigeria   |
| <b>Reporting to</b>  | Team Lead   |
| <b>Responsible For</b>   | Evidence Learning and DDM Officer   |
| <b>Liaison with</b>  | <ul style="list-style-type: none"> <li>• Options Staff</li> <li>• Consortium Partners</li> <li>• Facility Focal Persons</li> <li>• Government Stakeholders</li> </ul>     |
| <b>Hours</b>   | Full time   |
| <b>Type of contract</b>  | Fixed Term  |
| <b>About Options</b>   |   |
| <p>We are a global team of experts and innovators tackling some of the world’s most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change.</p> <p>With 30 years’ experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions, and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised.</p> <p>As part of MSI Reproductive Choices, all our profits go back into supporting MSI’s own work making choice possible around the world.</p> <p>We believe in a world where everyone can access the high-quality health services they need, without financial burden.</p> |   |
| <b>Our values</b>  |   |
| <p>In line with our mission, we are committed to safeguarding the rights and welfare of our staff, partners, and the clients and communities we serve, and expect our team members to share our values and commitments. We are committed to the following principles:</p> <ul style="list-style-type: none"> <li>• Our expertise delivers sustainable impact.</li> <li>• Our work generates profit with a purpose.</li> <li>• Through growth and learning, we find new ways to solve complex problems.</li> </ul>  |   |

- We act with integrity, always.
- We are building a truly equitable workplace.

### About the Programme

Despite progress, work is still needed to improve key RMNCAH indicators and outcomes in Kano. To help achieve this, Kano adopted the Group Antenatal Care (GANC) model and scaled it up to 484 primary health care facilities (PHCs) across 44 local government authorities (LGAs) with promising results.

The purpose of this programme is to provide technical assistance to the State Ministry of Health and State Primary Health Care Development Agency to transition their ANC delivery platform across primary health care facilities to the GANC model and to use this model as a platform to upscale high impact interventions along the MNH continuum of care.

The programme has been awarded by Technical Advice Connect (TACConnect) and will run from February 2024 to February 2026.

### Main purpose of job

The Evidence Learning and DDM Advisor is responsible for driving the evidence-based decision making around the implementation and effective monitoring and evaluation of the Group Antenatal Care (GANC), Postnatal Care (PNC), and Reproductive, Maternal, Newborn, Child Health, and Nutrition (RMNCH+N) services. He/She will lead the design of evidence-based strategies, establishing robust measurement and evaluation systems, and fostering a learning culture to enhance the effectiveness and expansion of these crucial healthcare services.

***Note: All levels of position in the organization assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided.***

### Main duties

Responsibilities will include:

#### **Programme Monitoring and Evaluation**

- Lead the monitoring and evaluation of project interventions, document results and provide feedback to stakeholders to guide decision-making.
- Coordinate M&E activities on the project.
- Establish and implement monitoring and evaluation mechanisms to assess the impact of RMNCAH+N interventions.
- Ensure adherence to good practice in data management in line with Options policy and guidance.
- Manage project deliverable tracker and log frame and monthly monitoring against it, regularly identify and communicate project performance gaps to the project team to ensure early identification of potential risks and contribute to the development of plans to mitigate any risk.
- Continuously update project indicator reference guide and routine analysis of data as set out in the project log frame.

- Support the Team Lead in representing Options from an M&E perspective in coordination and negotiation within the broader levels.
- Liaise with the appropriate Institutional Review Board to ensure research and all data management activities are aligned with ethics approval when necessary.

### **Research, Evidence and Learning**

- In coordination with state stakeholders carry out baseline and end-line assessments, and all monitoring for process and outcome evaluations.
- Establish adaptive management tools and processes and integrating successful approaches as part of routine MEL practice.
- Support the process of learning and evidence sharing to ensure partner programme interventions are informed by and reaching decisions based on existing evidence.
- Undertake regular MEL data quality assessments/audits for RF indicators to guide decision making.
- Work closely with the MEL officer to identify and disseminate good practice and lesson learning through programme learning forums in and across implementing countries, regionally and globally.
- Support MEL capacity building initiatives as needed.

### **Knowledge management and Reporting**

- Lead on results reporting to TA Connect by providing written documentation on M&E activities and indicator results for progress and annual reports, as appropriate.
- Ensure high-quality implementation, consistent with Nigeria national health guidelines, protocols, information, and reporting systems.
- Ensure quality of data through data verification procedures, including routine data quality audits.
- Promote and support the dissemination of project information among the project team.
- Ensure that resources for implementation of M&E activities are available.
- Support project and financial staff to prepare work plans and project budgets and track progress of project activities and budgets.
- Conduct targeted evaluations, including design, data collection, management, and analysis.
- Support in collating programme quarterly and annual reports ensuring partner reports meet the set standards and output and outcome scoring templates for the annual review process capture impact of interventions.
- Support delivery of Options milestones and support partners in delivering MEL specific milestones
- Contribute to key learning outputs and communication products working closely with the other programme team.
- Share evidence and learning from the programme for wider dissemination.

### **Training**

- Lead efforts to utilize trainings monitoring systems to track and monitor trainers and participants at training events to facilitate follow-up and recordkeeping.
- Utilize the training data collected to inform strategic decision-making and project planning.

- Coordinate all M&E capacity-building activities with project staff, implementing partners and facility staff.

### **Safeguarding**

- To act as a safeguarding focal person within Options, seeking to improve and drive the organisational culture such that a safeguarding mindset becomes embedded.
- Ensure that the name and contact details of the Safeguarding Focal Point are made available so that people know how to raise a concern/where to seek advice.
- To act as one of several points of contact for concerns regarding safeguarding incidents at country and/or programmatic level, and to raise those concerns to the Director of Global Health and the Assistant HR Director.

### **Perform any other duties that may be assigned by Team Leader**

### **Key skills**

- influencing and capacity building skills.
- Strategic thinking, problem solving and decision-making skills.
- Strong administration and organizational skills, good time management
- Excellent verbal and written communication skills, including report writing.

### **Key experience**

- Minimum of 10-15 years of experience in monitoring and evaluation, preferably in health-related projects.
- Significant experience in qualitative and quantitative research methodologies for both formative and evaluative research.
- Significant experience in using data for adaptive management of programming.
- Experience and knowledge in the key technical areas of the role (Quality improvement, RMNCAH+N, DHIS etc)
- Strong experience in facilitating evidence-based planning processes to track progress on health indicators and commitments.
- Strong analytical and problem-solving skills, with attention to detail.
- Excellent written and verbal communication skills in English.
- Ability to work independently and as part of a team in a fast-paced environment.
- Proficiency in word processing and Microsoft Office Suite.
- Fluent in written and spoken English.
- Excellent facilitation, oral and written communications skills.
- Experience working with government health systems, NGOs, or international development projects.
- Excellent communication, interpersonal, and organizational skills.

### **Formal education/qualifications**

An advanced degree public health, medicine, statistics, biostatistics, quantitative/qualitative data analysis, social/behavioural sciences, or other relevant medical or health discipline.

**Personal attributes**

We recruit talented, dynamic people with diverse backgrounds and experiences, who are focussed on delivering sustainable impact in the countries where we work. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, enthusiastic, solutions-oriented and committed to promoting equality across the organisation, and with those that we work with.

**For this role, we're looking for an individual who is:**

- Dynamic and creative with the ability to show initiative.
- A team player, providing support and encouragement.
- Organised and process oriented, with an attention to detail and able to prioritise workload.
- Result focused, responsive to changing priorities and demands.
- Strong communication skills and a team player.
- Ability to analyse complex problems in a structured manner whilst working under pressure.
- Focused on delivery with a 'can do' approach.
- Demonstrates Options' team member behaviours and professional self-development.

**Other essential requirements:**

- A strong supporter of the cause of family planning and a woman's right to safe abortion (pro-choice).
- Commitment to equal opportunities.
- A commitment to the programs and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights.
- Fluency in written and spoken English.

Please note: this position is contingent upon funding being awarded to Options.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

|                   |              |
|-------------------|--------------|
| <b>Signed by:</b> | <b>Date:</b> |
|-------------------|--------------|

---

|  |  |
|--|--|
| <b>Version History</b> (For HR use only) |  |
| Date JD reviewed by HR team member:      |  |