



TITLE: Monitoring, Evaluation, and Learning (MEL) and Stewardship Lead / Senior Associate
REPORTS TO: Chief Development Officer, with a dotted line to Programme and Risk Director
DEPARTMENT: Secretariat
CLASSIFICATION: Fixed-Term Contract
DATES: Starting early 2024 through December 31, 2024, with potential to renew or transition into a full-time salaried position.

Company Overview

A resilient, net zero and economically secure world is not possible without a healthy, regenerating ocean. The Ocean, one of the planet's greatest assets, is in crisis. Heating, leading to extreme weather events, sea level rise, and adverse ecosystem changes as well as pollution, overfishing and destructive fishing, rising levels of acidity and biodiversity loss all jeopardize its health. Rebuilding and restoring 'blue nature' means protecting the critical impact buffers and biodiversity reservoirs that provide food, social and economic security to billions of people and businesses across the world.

Immediate and scaled action is needed to build resilience to change. It is the mission of the Ocean Risk and Resilience Action Alliance (ORRAA) to build the resilience of 250 million climate vulnerable coastal people by 2030, by deploying at least USD\$500 million of investment into coastal and ocean resilience through the development of at least 50 novel finance and insurance products. ORRAA is the only multi-stakeholder convener connecting the international finance and insurance sectors, governments, non-profits, and stakeholders from the Global South focused on driving financial innovations to deliver a sustainable and equitable blue economy and more resilient coastal communities.

JOB SUMMARY:

As the Monitoring, Evaluation and Learning (MEL) and Stewardship Lead / Senior Associate, you will be central to our mission, contributing to the development and implementation of initiatives that help secure vulnerable coastal communities.

You will be the lead technical expert responsible for all of ORRAA's MEL and reporting activities. The MEL & Stewardship Lead/Senior Associate will spearhead the proactive use of data and learning to maximise ORRAA's impact, both by the Secretariat and downstream recipients. You will oversee MEL and narrative reporting systems and processes that integrate appropriate indicators, baseline data, targets, and a plan to evaluate performance and produce timely, accurate and complete narrative and analytical reporting. You will create and implement stewardship plans for ORRAA's funders, to demonstrate the value of their support for ORRAA and its impact and strengthen their alignment with the organisation. Please note that the role is advertised at either Lead or Senior Associate levels, and ORRAA reserves the right to appoint depending on the candidate's level of experience and organisational fit. The key responsibilities of this role include:

RESPONSIBILITIES: (Broken down into %'s)

Strategic Learning & Design - 40%

- Support the implementation of ORRAA's mission and associated MEL activities.
- Monitor and evaluate ORRAA's contribution through a learn-by-doing approach about what works best to strengthen ocean resilience.

- Support reviewing, scoring, due diligence, and contracting/sub-awarding for downstream funding.
- Organise learning and progress workshops with downstream project leads at induction, interim, and close-out.
- Support the evolution and revision of ORRAA's Theory of Change and strategy, as needed.

Research, Knowledge & Reporting - 60%

- Lead MEL donor / funder reporting processes, including managing timelines and stakeholders (internally and externally), coordinating data inputs, ensuring the timely delivery and submissions of reports.
- Provide grantee and partner MEL support through virtual MEL helpdesk, webinars, and site visits.
- Develop grantee MEL guidance, reporting templates and an indicator reporting system.
- Supervise and support the MEL associate and provide MEL technical training, mentoring, and coaching to other programme staff, grantees, and other stakeholders as appropriate.
- Convene ocean resilience practitioners around online platforms and support curation to build out MEL skills amongst ORRAA downstream recipients, members, and partners.
- Lead data quality assessments of downstream recipients, designing appropriate processes to support this (for example site visits, stakeholder interviews, contribution analysis studies, etc.).
- Collate and edit downstream project-level reporting for presentation to prime funders.
- Manage the process of drafting, editing, and submitting Secretariat reports and other narrative reports on ORRAA-led projects to funders, including governments, foundations, corporations, and individuals.
- Partner with ORRAA's finance team to ensure timely and valid financial reporting to funders.
- Develop downstream project MEL guidance and support through virtual MEL helpdesk, webinars, and 1:1 calls as appropriate.
- Support the development and execution of stewardship plans for ORRAA's funders.
- Manage records and files related to ORRAA's reporting to funders.

REQUIRED & PREFERRED SKILLS:

- A minimum of a Bachelor's degree in economics, international relations, statistics, technical or other social sciences required, Master's degree preferred - - or equivalent education and experience.
- A minimum of five (5) years of MEL experience required as a Senior Associate level, with a minimum of seven (7) years of MEL experience required as a Lead.
- Experience in monitoring, data quality analytics, and knowledge and experience of evaluation methodologies.
- Experience with qualitative and quantitative methods, including design, analysis, and interpretation of results.
- Experience on US Government, Canada, UK Defra funded projects (and/or equivalent governmental/intergovernmental donors).
- Experience stewarding government, foundation, corporate, and individual donors.
- Demonstrated analytical skills and ability to portray data sets in easy-to-understand formats, including visualizations.
- Proven work experience devising systems and processes for rapid action research, impact studies, or knowledge product development – proven experience in developing and delivering similar products.
- Excellent project management and relationship management skills, supporting multi-project / multi-year project implementation and associated donor reporting processes.
- Excellent written, presentation, and communication skills in English.

- Engagement with large and complex stakeholder groups and multiple delivery partners.
- Exceptional attention to detail and strong organisational and time management skills.
- Advanced Excel skills, pivot tables knowledge or other analysis tools such as SPSS or Stata desirable. [SV1] [CA2]
- Highly organised and mission driven.

WORK ENVIRONMENT:

- As a fully remote U.S. nonprofit organisation based in Washington D.C., we pride ourselves on our globally dispersed workforce. We conduct all work virtually and work flexible hours to accommodate multiple time zones.
- We may arrange in-person meetings throughout the year.
- International travel may be expected as needed and as safety allows.