

The Rockefeller Foundation - Senior Evaluation Officer

April 2014

The Evaluation function of the Rockefeller Foundation was established in 2008 with a mandate to measure impact, inform decision making and performance improvements, support learning and accountability to its Trustees and stakeholders. A small Evaluation team at the Foundation manages a regular cycle of outcome and impact monitoring and evaluation, produces evaluative knowledge products, and provides coaching and capacity building in M&E to Foundation staff and selected grantees.

The thematic areas that are evaluated change as the work of the Foundation evolves. At present M&E is expected to support evaluative work in the areas of health, urban, climate change, livelihoods, ecosystems, employment, energy as well as newer fields of market solution for development, innovation, innovative finance (eg. impact investing, Social Impact Bonds), and the use of prizes, challenges and competitions to achieve development outcomes.

Starting in 2014 the Evaluation team is also collaborating with the Director for Portfolio Management and Organizational Performance in the development of a simple, technology-enabled monitoring system that supports Foundation managers at multiple levels to capture, analyze, visualize and report on progress in delivering work and achieving results.

The M&E work will be fast-paced and dynamic, and the successful candidate will need to blend flexibility with disciplined execution in order to manage competing demands in an entrepreneurial way and deliver high quality work.

Duties and responsibilities include, but are not limited to:

1. Managing large monitoring and evaluation assignments

Acting as lead manager for a number of large multi-year global monitoring and evaluation assignments, ensuring that high quality monitoring and evaluation grantees are engaged and managed to deliver useful and relevant evaluative knowledge for the Foundation.

This includes:

- Preparing Terms of Reference and Scope of Work for the engagement of evaluation grantees, including framing the initial design of evaluations to reflect the needs of the Foundation and its leadership.
- Managing the selection process of M&E grantees, often through an EOI and/or RFP process.
- Managing the external relationships of the Foundation with M&E grantees, often over multi-year grant agreements.
- Managing internal relationships with Initiative team M&E focal point members, and providing advice, coaching and mentoring to Initiative team members in M&E.

- Supporting the Managing Director, Evaluation in meeting the needs of Executive Team and the Board of Trustees for timely, concise M&E findings and results.
- Exercising quality assurance to ensure evaluation quality standards are met (appropriate design, evidence based, data reliability, etc).
- Following and promoting the principles of ethical evaluation.

2. Providing coaching and capacity building support

Providing coaching, training, mentoring as appropriate for RF Initiative teams and key grantees to enable relevant, high quality and useful monitoring and evaluation for the Foundation.

Supporting innovation in approaches to evaluation and measurement that are useful and appropriate for the innovative nature of Initiatives and the strategy of the Foundation. This currently includes innovations in technology enabled monitoring and evaluation, and resilience and equity measurement.

3. Contributing to the Foundation wide monitoring system

Contributing to the development of the new Foundation wide monitoring system by ensuring that relevant data from outcome/impact monitoring feeds is captured appropriately and feeds into the new monitoring and reporting system in a concise and timely way to inform decision making, improve practice and contribute to learning.

4. Generating evaluative knowledge, reporting and communication

- Overseeing the production of evaluation knowledge products and reports for the senior leadership and Board of Trustees of the Foundation, grantees, peers, learning forums and the Foundation Website. This includes print and multi-media formats as well as creative and innovative ways of communicating findings and lessons from monitoring and evaluation.
- Contributing to the generation of integrated performance reports in collaboration with the Monitoring AD.
- Representing the Foundation Evaluation Office at internal and external events.

5. Organizational and team responsibilities

Supporting the Managing Director for Evaluation and collaborating with the Director, Portfolio Management and Organizational Performance, and the Chief Operating Officer in linking evaluative results, evidence and lessons with Strategy and Planning function of the Foundation.

Based on evaluative findings and evidence, advising the Managing Director, Evaluation, the Director, Portfolio Management and Organizational Performance, the Chief Operating Officer and other senior managers of the Foundation on the implications of evaluation findings for the work of the Foundation.

Contributing as appropriate to departmental, group and cross-Foundation activities designed to help the Foundation pursue its mission.

Competencies

- Leadership: Vision, innovation, thought leadership, integrity, accountability and emotional intelligence
- Partnership and Relationship Building: Strong professional representation of the Foundation, interpersonal relationship abilities, intercultural knowledge and appreciation, strategic partnership building
- Communication: Strong communication abilities; exceptional listening skills, written and oral skills
- Decision-Making: Able to evaluate risks and opportunities, analytical and strong problem-solving skills
- Execution: Strong project management skills, deadline management, sense of responsibility and accountability and the ability to effectively multi-task
- Integration: Ability to demonstrate inclusiveness, collaboration, respect and broad organizational interests
- Strategic Ability: Ability to see opportunities, design innovative approaches backed by strong analysis and planning
- People Management: Skills in team building, coaching, mentoring, delegating, inspiring and motivating

Education, Training and Experience

- Masters level degree and/or PhD in one or more of the following areas –Evaluation, International Development, Development Economics, Development Studies, Social Investment, Entrepreneurship or related disciplines.
- Specialized qualifications in the field of monitoring and evaluation such as accreditation through globally or regionally recognized evaluation institutes and training programs (such as IPDET).
- Substantial experience (5 years or more) as a senior manager of a monitoring and evaluation function at international level, including advising senior leadership on the implications of monitoring and evaluation data and information for decision making.
- Extensive experience (8 years or more) conducting complex monitoring and evaluation of programs and policies at domestic and international level, particularly in developing countries (Asia and Africa), including use of results oriented M&E and the use of theory of change in M&E.
- M&E experience in, and technical familiarity with, the fields of innovation, innovative finance (eg. impact investing, Social Impact Bonds) market solutions for development, in addition to familiarity with traditional development sectors such as health, environment, agriculture, etc.

- Experience in the use of technology enabled monitoring and evaluation (i.e. use of mobile technology for data collection, feedback, mapping, social monitoring, accountability, etc).
- Specialized expertise in a balance of quantitative and qualitative methods for evaluation of outcomes and impact, including familiarity with experimental and quasi-experimental design and alternative approaches to impact evaluation.
- Participation in internationally recognized development evaluation professional associations conferences and events such as those offered by AEA, EES, AfrEA, EvalPartners, etc.

Compensation

The Rockefeller Foundation offers a competitive salary commensurate with experience. The Foundation provides a very generous package of benefits.

The Rockefeller Foundation is an Equal Opportunity Employer

The Rockefeller Foundation is committed to the principles of equal employment opportunity and to compliance with all federal, state, and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, the Foundation ensures equal opportunity to all employees and applicants regardless of race, color, age, gender, sexual orientation, religion, marital status, national origin or ancestry, citizenship, lawful alien status, physical, mental, and medical disability, veteran status or liability for service in the United States Armed Forces.