

Monitoring, Evaluation and Learning (MEL) Research Coordinator

METIS Analytics is currently seeking experienced candidates for a Research Coordinator role with the monitoring, evaluation and learning (MEL) Unit of the Investing in Women Initiative:

Position Title:	Research Coordinator
Position Location:	Canberra, Australia
Estimated Start Date:	15 June - 1 July 2018
Application Closing Date:	14 May 2018

About METIS Analytics

METIS Analytics is a consultancy that seeks to improve the outcomes of aid investments by expanding the role and importance of M&E and performance analysis. We provide rigorous analytical solutions to clients who require credible evidence to understand and promote the effectiveness of their investments.

METIS Analytics is responsible for establishing and operating the MEL Unit for Investing in Women. The MEL Unit works with all IW stakeholders, including national business coalitions, impact investors, component teams and relevant DFAT sections, to implement a MEL system that is both strategic and responsive to the program's information needs. In addition, the MEL system will contribute to the regional and global body of evidence that seeks to identify the economic and social benefits of women's economic empowerment.

Investing in Women Overview

Investing in Women (IW) is an initiative of the Australian Government to catalyse inclusive economic growth and poverty reduction in South East Asia. As a champion for women and girls, Investing in Women was established to improve women's economic participation, build markets for women and influence the private and public sector environment to promote women's economic empowerment in the Philippines, Vietnam, Myanmar and Indonesia. Investing in Women works with businesses and impact investors to achieve business and workplace gender equality, and partners with governments and civil society to design laws, policies, and programmes to ensure institutional and regulatory standards are effectively implemented and benefit women and girls.

Investing in Women focuses on the following priority areas:

- improving women's participation in the workforce, and as business leaders
- enhancing women's voice in decision making and leadership, and
- influencing the private and public sectors to recognise and promote the value of gender equality.

The IW Monitoring, Evaluation and Learning (MEL) Unit

Metis Analytics is responsible for managing the design and implementation of the MEL system. This includes the overall strategic direction of MEL, implementation/study methodologies, data

management and reporting. The Research Coordinator is based in Canberra, Australia, and reports directly to the MEL Lead, located in Canberra. The MEL Unit works with all IW stakeholders, including national business coalitions, impact investors, component teams and relevant DFAT sections, to establish the program work-streams' information needs and to design and operate a MEL system that is both strategic and responsive to these needs.

The IW MEL System

Monitoring and evaluation has been given particular emphasis and significant resourcing in the design of the program, given its innovative nature. The initial IW MEL System design was approved by DFAT in November 2016. It is underpinned by a theory of change that recognises the importance of institutional change – both formal and informal – to women's economic empowerment. Consequently, it seeks to track and understand a range of complex and transformative change processes, spanning: social awareness and attitudes; policy reforms; formal and informal institutional change within private sector organisations; market responses to the program's work; and changes in access to resources and agency for women, relative to men.

Position Title:	Research Coordinator
Location:	Canberra, Australia
Duration:	1 June 2018 to 30 June 2019 (with possible extension up to four years)
Reporting To:	MEL Team Leader
Duty Statement:	Assist the MEL Team Leader and Deputy Leader to design, manage and report on MEL activities across the four IW components, with particular responsibility for primary and secondary data analysis and the development of user-appropriate reporting.
Specific Duties:	<ul style="list-style-type: none"> • Carry out analysis of secondary data from a range of sources relevant to the aims of IW and provide written and verbal reporting of findings to key IW staff and stakeholders • Analyse and provide reporting on primary quantitative data (including firm's workplace gender data) • Code qualitative data from interviews and focus groups (supporting MEL researchers) • Analyse and report on qualitative data from interviews and focus groups (such as Business Coalition annual interviews) • Develop user-friendly information tools such as dashboards and infographics • Review and edit learning memos and other reports to ensure they are concise, informative and user-appropriate • Contribute to the production of MEL reports including the development of stories of influence/change • Support the Lead/Deputy Lead to coordinate and monitor short term advisors carrying out firm case cases and business coalition assessments • Support the MEL Team Leader and Deputy with management,

	supervision and/or oversight of any MEL activities as needed
Core Competencies:	<ul style="list-style-type: none"> • Delivers results • Builds internal and external customer satisfaction and loyalty • Communicates • Contributes to team dynamics and cooperation • Promotes technical excellence and quality
Key Selection Criteria:	<ul style="list-style-type: none"> • Qualifications in social sciences, preferably with a focus on quantitative and qualitative M&E, data collection/research and analysis of data; and • Demonstrated experience in qualitative and/or quantitative data analysis and reporting • A team player, experienced in working with a range of stakeholders including researchers and end-users of information • Ability to communicate (written and verbal) clearly and concisely and to target communication to meet the needs of each stakeholder group • Highly competent in Word, Excel, and PowerPoint. Competency in other software such as SPSS, Strata and Piktochart highly desired. • Experience in designing and implementing primary data collection (through surveys, semi-structured interviews or focus groups) would be an advantage • Strong understanding and demonstrated experience of women's economic empowerment issues and constraints • Experience working in South East Asia, particularly the Philippines, Indonesia, Vietnam and/or Myanmar highly desirable.
Key Deliverables	<ul style="list-style-type: none"> • Key deliverables to be agreed upon in a work plan during initial months.

All applications must include a cover letter, Curriculum Vitae and responses to key selection criteria.

Applications to be emailed to METIS Program Manager: drashna@metis-analytics.com by cob 14 May, 2018.