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# Example of Evaluation Advisor Job Description

Our innovative and growing company is searching for experienced candidates for the position of evaluation advisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for evaluation advisor

* Support the design, implementation and dissemination of selected baseline assessments, project reviews, mid-term and final evaluations
* Support research activities including impact assessments and support efforts for identifying opportunities for design and implementation of Operations Research Studies
* Support the design and establishment of various knowledge sharing platforms including case studies, workshops and forums to disseminate lessons &
* Network and liaise with other international PVO/NGO MLE professionals, donor organizations and others as appropriate in the Africa region
* Support Project Director in program monitoring, evaluation, and learning
* Responsible for designing and developing project performance management plan (PMP) and MEL plans
* Design causal models addressing the impact of interventions, including the identification of indicators useful for program management and tracking of program accomplishments and success stories
* Recommend cost-effective approaches and methods for establishing appropriate baselines
* Ensure timely and accurate tracking of program activities against output and outcome indicators
* Provide M&E capacity building and technical assistance to program partners and counterparts

## Qualifications for evaluation advisor

* Experience working with international agency systems, preferably USG or UN agencies
* Experience with survey design and implementation
* Developing and defining program indicators and sources of data
* Develop data collection plans and design data collection tools
* Design data security and storage plan
* Review all project assessments and ensure compliance and standardization of documents used for generalizable knowledge, publication, and presentation to the client and general public