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# Example of Evaluation Advisor Job Description

Our 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

* Participate into on-site workshops for the design of the WASH projects
* Assist with the design of MEL framework for international projects
* Collect, analyze, use and report in a continuous and systematic manner, monitoring data and real-time information received from implementing partners and/or collected directly from field missions to current projects
* Measure and assess the impacts created by One Drop projects at the individual/household and community levels on field partners
* Draft terms of references and supervise consultants work as needed
* Oversee monitoring and evaluation, data collection, best practices identification and dissemination of learning activities among project staff, partners, stakeholders, donors, and other implementing partners
* Work with partners to ensure proper identification of baseline and collection of data, and that the necessary data is being generated to evaluate and learn from project activities, and adapt activities appropriately and as necessary in cooperation with technical leads
* Coordinate with other programs and stakeholders to share lessons learned
* Lead annual MEL planning process, including partners and stakeholders to continually adapt and improve annual plan
* Participate in regular senior management planning meetings, and provide analytical feedback and support to inform technical decisions by senior management and the technical component leads

## Qualifications for evaluation advisor

* Responding to questions and providing project specific support to Bethesda-based M&E and other technical teams regarding M&E practices and other areas of responsibility
* Designing a data quality assurance plan and conducting DQA to ensure the quality and accuracy of project reported data
* Managing the relationship with the data manager and coordinating with the Data manager to ensure that data is collected and reported on time
* Masters Degree in Public Health, Epidemiology, Sociology, Statistics, or other relevant field
* 10 years of experience in M&E activities for complex health systems strengthening and/or service delivery programs
* Experience with conducting research and evaluation in HIV/AIDS, malaria, family planning, maternal, newborn and child health, or nutrition is desirable