

## Job Announcement

### Monitoring and Evaluation (M&E) Associate

**Reports to:** Asia Program Director  
**Last Updated:** October 8, 2024

#### Overview:

Established as a not-for-profit organization in 2001, the ILF was founded to address the global crisis in access to justice and today is the leading global advocate for the right to counsel. Our mission is to make justice a reality for poor and vulnerable people by fighting to guarantee high-quality legal representation for everyone arrested or detained. Around the world, we provide high-quality, client-centered, holistic legal representation for low-income individuals and build sustainable, effective legal aid institutions.

#### About the Role:

The ILF is seeking a dynamic and experienced professional to play a pivotal role in measuring the impact of our holistic legal aid model. The M&E Associate will support the ILF's efforts around the world to protect and advance the rights of those most vulnerable by demonstrating the impact of quality legal aid services on pretrial detention rates, case outcomes and socio-economic welfare, among other outcomes.

The M&E Associate will primarily be responsible for supporting our country offices in Asia, including through the design and implementation of M&E systems, by developing the capacity of country team staff, and leading engagement and reporting with donors. Applicants for this role should have significant experience in M&E and data analysis, data collection and analysis, and donor reporting. The ideal candidate will be knowledgeable about the criminal justice system, have excellent communication and writing skills, be organized and strategic, and be a self-starter. This position also provides an opportunity for individuals to develop their capacity in project management and criminal justice system research.

#### Key Responsibilities:

##### *Monitoring, Evaluation, and Learning (MEL)*

- Develop M&E frameworks, plans, and indicators which track and analyze outcomes and results, including those related to delivery and impact of quality legal aid services.
- Participate in strategic M&E and reporting processes which include the continuous refinement of our M&E systems at the country and organizational level.
- Design logical frameworks, performance indicators, and data collection tools
- Support documentation of project learnings and adaptive learning throughout the project lifetime.

##### *Data Collection and Analysis*

- Collaborate with ILF country leadership teams in developing new tools, processes, and routines for data collection to gather qualitative and quantitative data.
- Collect, compile, and analyze quantitative and qualitative data from multiple sources.
- Provide appropriate and timely mentoring to project partners and/or direct implementers to ensure effective collection of data.
- Collaborate with project teams, partners, and stakeholders to ensure data accuracy and relevance.

##### *Donor Reporting*

- Prepare detailed reports on project performance and impact for stakeholders, identifying key insights and recommendations.
- Support compliance with donor requirements, including, but not limited to:

- Cooperating with the Program Director and country office teams to keep up to date on program activities and achievements;
- Developing and implementing routines and processes for consistently collecting program highlights, challenges and successes; and
- Working with program staff to ensure collection of necessary data for donors and timely and accurate reporting of M&E results following donor requirements.
- In coordination with the global program team keep up to date on new government and foundation grant awards, including regularly reviewing websites, subscribing to email lists and sharing application opportunities with the management team. Provide support for proposal development, concept notes, or other applications for funding.

#### *Team Capacity Building*

- Support country directors and ILF senior team members to identify gaps and needs in data analysis and reporting processes.
- Work with country program staff to develop research, analysis, communications and strategies to address the most pressing issues impacting justice involved persons.
- Train and mentor country-based staff on project management and report writing so that local staff can better engage with donors and draft effective reports and proposals for funding for their individual country programs.
- Train project staff on M&E processes, data collection methods, and reporting standards

#### **Qualifications:**

- A belief in the mission of the International Legal Foundation and a demonstrated commitment to human rights, social justice and criminal justice reform.
- An advanced degree in monitoring and evaluation, data analysis or statistics, social science research, international development, or a related field.
- Significant professional experience in monitoring and evaluation may substitute for advanced degree.
- Minimum of 3 years of performing monitoring and evaluation in a leadership or management role, ideally in the justice sector, which included developing new tools and processes.
- Ability to work collaboratively and multi-task, managing numerous priorities and emerging opportunities, and working with a sense of urgency in a dynamic, fast-paced environment.
- Excellent organizational skills with ability to work on multiple projects in a deadline-oriented environment. Ability to prioritize tasks and to delegate as appropriate.
- Commitment to prioritizing diversity, equity, and inclusion as well as embracing transparency and authenticity in daily work life.
- Ability and willingness to travel to conflict-affected/transitional countries.
- Knowledge of a language spoke in an ILF country program helpful.
- Must comply with all global Protection against Sexual Exploitation and Abuse (PSEA) policies.

This position is intended to be based out of one of our country offices in Asia. Remote opportunities may also be available. Factors such as (but not limited to) scope and responsibilities of the position, candidate's work experience, education/training, key skills, internal peer equity, as well as market and organizational considerations when extending an offer. The ILF also offers comprehensive benefits.

Kindly submit your resume, a thoughtful cover letter (including how your life experience would add to this position) and writing sample to [jobs@theilf.org](mailto:jobs@theilf.org) by **October 31, 2024**. No telephone inquiries please. Only candidates selected for an interview will be contacted.

Antiracism, diversity, and equity are critical to our organizational values and to the ILF's mission to secure equal access to justice for all. Our success is dependent upon providing the space, resources, and support that allow our global team to bring their full selves to work, and to thrive. The ILF is an equal opportunity employer. We practice inclusive hiring and work to achieve and maintain diversity across races, genders, sexualities, abilities, and experiences. We strongly encourage candidates of all identities to apply. System-impacted people (i.e. people with past involvement with the criminal justice system, directly or through family) are also strongly encouraged to apply.