



Technical Officer (Monitoring, Evaluation
and Learning Data),

Conservation Science & Design

“In the past century FFI has consistently saved species
from extinction and protected habitats from destruction.
Their solutions have always been practical, efficient and
sustainable in local circumstances.”

Sir David Attenborough,
FFI Vice-president

Fauna & Flora International

Fauna & Flora International (FFI) saves species from extinction and habitats from destruction, while improving the livelihoods of local people. Our guiding principles are to work through local partnerships, act as a catalyst for change, make conservation relevant, and base decisions on sound science. Founded in 1903, FFI is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

Conservation Science & Design Team

FFI is committed to delivering greater, demonstrable and lasting impact of its conservation work. Central to delivering this is ensuring that conservation decision-making is based on good, context-appropriate information drawn from project monitoring, evaluation and learning (MEL). Therefore, FFI's approach to MEL is driven by our desire to deliver better conservation and enhance our impact, at both project and organisational levels.

FFI has developed an institutional approach to allow us to improve our project-level monitoring, whilst aggregating project data to demonstrate organisational impact. Key to the success of this approach is accompanying individual teams to ensure that projects are well planned with a clear and articulated Theory of Change, and ensuring that monitoring tracks progression towards long-term impact yet is practical and realistic to deliver. FFI's project teams and partners operate in different contexts with varying resources and capacities available, therefore utilising this theory-based, context-specific and pragmatic approach is a key mechanism for informing adaptive management of our work. Through this approach we learn what is, and is not, achieving the expected conservation outcomes, and are able to demonstrate and communicate success in our work.

FFI's approach to MEL and understanding our impact is led by the Conservation Science & Design team, and draws on a wealth of expertise from across the organisation to strengthen MEL across FFI. This group works closely with, and provides technical support to, locally-based staff and partners, ensuring decisions and MEL practices are based on a good understanding of the local situation, and at the same time enabling us to take a pragmatic role in the development of FFI as an organisation.

We have made great strides in rolling out our approach across the organisation, with a three-year grant providing the opportunity to further embed this and create an institutional step change that will raise the level of our conservation field work, analysis, design, and impact into the future. We are two years into this grant, during which we gained an in-depth understanding of the barriers to implementing MEL across FFI. These include time and skills for analysis, interpretation and reflection on MEL data for adaptive management and understanding impact. Strengthening support for designing practical solutions that enable project teams to organise their MEL data in ways that eases analysis and reflection for adaptive management, and reduces the time burden of MEL is therefore a key priority in the coming year.

The Opportunity

We are offering a unique opportunity for a qualified Technical Officer in Monitoring, Evaluation and Learning (MEL) Data to play a central role in bringing about a step change in FFI's MEL in order to deliver greater conservation impact. FFI has been awarded a three-year grant for this work, and this position is for a duration of one year to drive a significant change in MEL data practices*. You will have a passion for accompanying, coaching, and enabling project teams to implement practical approaches to data challenges. You will bring multi-disciplinary technical skills relevant to the development and implementation of data practices relevant to their context to enable adaptive management and understanding of the impacts of their work. These skills will include survey design, data collection, management, analysis, visualisation and interpretation of data relevant to conservation work – including social, ecological, behavioural and capacity building. These skills will be grounded in practical experience of delivering conservation initiatives, and you will have direct experience of delivering and designing data processes from design through to analysis, interpretation and use. You will be experienced at building the capacity of others operating within varied resource constraints and contexts. You will also demonstrate the ability to think holistically and to work collaboratively with project staff, partners, and technical specialists from diverse disciplines and teams to effectively embed enhanced data practices into conservation projects.

Working closely with targeted project teams and technical specialists, you will play a vital role in the technical design, implementation, and use of context-appropriate, pragmatic project data practices. This will include developing a suite of MEL data tools, guidance and training that supports the collection, management, analysis and interpretation of data ensuring that the time, skills, and funding investment needed are practical and relevant to the project's context. In addition, you will accompany targeted projects to conduct data reviews and then adopt appropriate data practices. You will work collaboratively with project teams, partners, and those working to strengthen MEL across FFI to document and share learning, including the production of guidance materials, active participation in a Community of Practice, and facilitating peer learning and training.

You should be passionate about supporting others to develop their knowledge and skills while being open to learning and able to quickly pick up new skills. Ideally, you will have experience of working in a cross-cultural environment and experience in applying your skills to a conservation, rural livelihoods or natural resource management context in less developed countries.

In return, the role offers the opportunity to work within a ground-breaking and entrepreneurial organisation, at the forefront of global conservation. In addition, FFI offers a generous pension contribution, attractive annual leave allowance and life insurance.

This position is based in Cambridge. Some local and international travel may be required. Our offices are located in The David Attenborough Building in central Cambridge, just a few minutes' walk from glorious historic buildings and museums, the picturesque River Cam, the central market and shopping centre, and a host of cafés and restaurants.

**Term includes design of methods, data management (collection, storage, validation, cleaning, processing), analysis of information for interpretation and use of data.*

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Fixed term contract until December 2023
Probation Period:	4 months
Salary:	circa £26,000 per annum
Location:	Fauna & Flora International, Cambridge, UK Current policy offers partial remote working within the UK
Benefits:	<p>25 working days' annual holiday entitlement plus Public/Bank Holidays and any normal working days that fall between 24 December to 1 January inclusive, during which time FFI UK offices are closed</p> <p>For employees on UK-based contracts, FFI currently provides a pension contribution of 8% of salary after 3 months' continuous employment.</p> <p>Group Life insurance, currently set at a benefit of 4 x basic salary</p>
Hours of Work:	This is a full-time position working 37.5 hours per week, Monday-Friday inclusive

Job Description

Job Title:	Technical Officer (Monitoring, Evaluation & Learning Data), Conservation Science & Design (CSD)
Reporting to:	Technical Specialist (Monitoring, Evaluation & Learning), Conservation Science & Design
Key Relationships:	Senior Programme Manager, Conservation Science & Design MEL team members within Conservation Science & Design Technical Specialist, Conservation, Livelihoods & Governance Information Management Officer, Conservation Capacity & Leadership Analytics team Senior Technical Specialist, Conservation Technology
Purpose:	To deliver technical support for monitoring, evaluation & learning (MEL) data practices* across FFI to better enable decision-making, adaptive management and understanding of conservation

impact. The primary focus of the role is to increase organisational capacity for design, selection, employment and implementation of MEL data practices appropriate to different project contexts by developing resources, facilitating trainings and workshops, and directly supporting teams. These data practices need to be relevant to specific project contexts at each stage of the MEL cycle from collection through to interpretation and visualisation of findings and application of learning. The Technical Officer will work closely with project teams, cross-cutting specialists, and those working to strengthen MEL across FFI to ensure this technical input is aligned institutionally and this position will play a pivotal role in bringing about a step-change in FFI's MEL for enhanced impact as part of a short-term grant.

**Term includes design of methods, data management (collection, storage, validation, cleaning, processing), analysis of information for interpretation and use of data.*

Specific Duties:

Technical Support & Capacity Building

- Support project teams to adopt appropriate quantitative and qualitative data practices (tools and systems) for MEL within their work.
- Identify and assess a suite of data collection, management, analysis and visualisation tools and methods that are appropriate to different contexts relevant to FFI's work (e.g. data collection applications, data analysis tools, visualisation dashboards, data storage systems)
- Based on experience with teams and information gathering, produce guidance documents for data collection, management, analysis and visualisation tools and methods to enable uptake and ease decision-making for tool and method selection within projects
- Develop simple, adaptable templates to enable teams to track project impact and ease data collection, cleaning and analysis processes
- Develop facilitation resources and up-skill MEL team members and others as needed across FFI to support adoption of improved data practices by project teams
- Develop and deliver trainings and workshops in data practices to FFI staff, project teams and partners
- Where appropriate and strategic work with project teams to embed the analysis of past data into any new data processes and systems
- Work closely with the other members of the MEL team to support the facilitation of virtual capacity-building, training and project data practices using video-conferencing tools e.g. Zoom, Microsoft Teams, and online interactive tools e.g. Jamboard, Miro
- Play an active role as part of a wider group supporting MEL practices across FFI to ensure a coherent and joined up approach to data practices, including in addressing common challenges project teams face and sharing learning

Organisational Learning

- Co-ordinate and contribute to the development of tools, guidelines and briefing papers as appropriate to support internal learning and capacity-building regarding data practices, working in collaboration with the Technical Specialist, MEL, and others as relevant
- Facilitate cross-learning on data practices between FFI projects to enhance peer learning across FFI's global portfolio and partnerships, in collaboration with those supporting MEL practices across FFI
- Share relevant data practice information, knowledge and lessons learnt internally via appropriate channels (e.g., FFI's Impact-focused community of practice, Yammer)

- Remain abreast of emerging trends and good practice, ensure that knowledge gained is available across the organisation and its partner agencies, and support the dissemination of our own experience and learning to relevant external audiences
- As requested by the Technical Specialist, MEL, conduct or coordinate research into strategic or upcoming issues, and develop appropriate documents to communicate findings

General

- With agreement of line manager, perform other tasks that may be requested from time to time that are appropriate to skills and experience, including broader representation of FFI and its programmes
- Where required, represent FFI and its approach to MEL data at appropriate external meetings

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Proficient in information, knowledge and data management practices for quantitative and qualitative data appropriate to a variety of conservation contexts • Proficient in use of tools and technologies to streamline conservation data practices, such as Microsoft Excel, ODK, KoBoToolbox, ESRI and PowerBI • Proven ability to coach, support, motivate, and develop skills of project staff and partners • Skilled in survey design and statistical analysis across a range of disciplines relevant to conservation, including ecology and socioeconomics • Ability to organise, collate, analyse and interpret information and data (both qualitative and quantitative) on the ecological and social aspects of conservation • Excellent communication and presentation skills (written and verbal) to a range of audiences, including communicating technical information effectively to non-technical audiences • Ability to think laterally and creatively • Strong organisational and time management skills • Proven ability to work sensitively with a range of local partners • Fluency in English 	<ul style="list-style-type: none"> • Fluency or working proficiency in other languages - particularly French, Spanish, Portuguese, or Bahasa Indonesia
Knowledge	<ul style="list-style-type: none"> • Relevant degree or equivalent qualification or 	<ul style="list-style-type: none"> • Experience of working

and experience	<p>experience</p> <ul style="list-style-type: none"> • Experience working with ecological and socio-economic datasets, including designing assessment tools, data management, analysis and use for MEL • Experience designing integrated data practices that enable access to data for use in adaptive management and understanding impact • Experience using data tools (e.g., excel, dashboard and visualisation platforms, data collection applications) that support the accessibility of conservation data • Up-to-date knowledge and understanding of technology and software innovations and trends relevant to data practices • Experience of providing capacity building, facilitation, mentoring and/or training support to others • Understanding of or experience working within the NGO sector • Good understanding and experience of field project operations and constraints in the types of locations where FFI works (and the implications of this for adopting project data processes and systems, particularly for MEL) 	<p>with remote teams</p> <ul style="list-style-type: none"> • Experience of working in a cross-cultural environment • Understanding of MEL principles, including Theory of Change approaches to project design and monitoring and evaluation
Behavioural qualities	<ul style="list-style-type: none"> • Passionate about supporting others to develop their knowledge and skills, and creating a step change within data practices related to MEL in the conservation sector • Committed to FFI's vision, mission and values • Builds positive personal and institutional relationships • A team player, able to work independently to an agreed programme • Ability to deal with challenges in a positive way • Ability to work under pressure and to deadlines • A pragmatic and logical approach to solving problems, with ability to balance competing priorities • Cultural sensitivity • Ability to work across multi-disciplinary groups and geographically dispersed teams 	
Other	<ul style="list-style-type: none"> • Ability and willingness to undertake international travel, including travel to remote locations with limited resources and amenities 	

FFI Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which Fauna & Flora International (FFI) is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are supportive & respectful
- We get things done

How to Apply

Applications, consisting of a covering letter explaining why you feel you should be considered for this post, a full CV (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details for two referees (who will not be contacted without your permission) should be sent to danielle.stern@fauna-flora.org.

Please mark your application '**Technical Officer (Monitoring, Evaluation & Learning Data)**'.

The closing date for applications is **Monday, 3 October, 2022**. Candidates selected for interview will be contacted by email or telephone – please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

Applicants with Disabilities

FFI encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Jade Bedwell, HR Adviser, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity