



Global Knowledge Initiative

Collaborative, Learning and Adapting (CLA) and Monitoring, Evaluation and Learning (MEL) Manager

About GKI

Are you ready to join a team committed to addressing some of the world's most pressing development challenges? Are you eager to lead collaborative learning and adapting and monitoring, evaluation and learning practice in the social impact sector? Are you a self-starter

who enjoys design, facilitation, experimentation, and learning? Do you believe in collaboration and lead with a high degree of optimism, humility and service orientation? Are you comfortable in an agile, lean start-up context with high growth potential? If yes, you will be a good fit for our team at the Global Knowledge Initiative.

Application deadline: Rolling deadline

To apply: Fill out the application form linked at the bottom of this document.

Our mission at GKI is to empower people to lead transformational change within themselves, their organizations and collectively in the systems around them to create a future where everyone can thrive. Named "one of the world's top 100 social innovators for the next century" by The Rockefeller Foundation, the Global Knowledge Initiative is a purpose-driven organization that specializes in systems change through the development of leadership, facilitation of collaborative design, delivery of insights, analysis and advice, and the mobilization of collective action networks.

We work to solve complex challenges at the forefront of the global development conversation, with diverse clients in government, philanthropy, civil society, academia and industry. GKI's current portfolio includes a diverse range of initiatives focused on food systems, disaster recovery, market systems, political and economic systems and environmental systems at the global and local level.

What we Offer

Because of the nature of our work, GKI offers a dynamic workplace where no two projects and no two days are the same. New hires will have the opportunity to contribute to organizational development across a diverse set of clients and projects and develop skills at the frontier of the global development sector. GKI believes in fostering a mission-driven, empowerment-based, collaborative team culture which supports professional growth, mutual accountability and learning. GKI offers a competitive salary, paid leave, and health benefits.

About this Position

This role will require development of relationships with internal staff, external subject matter experts, funders, clients, partner teams, and a network of organizational consultants. The CLA/MEL role will provide technical leadership and capacity development support to a



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range of actors. The CLA/MEL Manager will play a key role in the ongoing provision of direct technical assistance; developing tools and guidance; contributing to business development, thought leadership in the development sector, and to the overall culture of the team. The position holder would be expected to perform the following tasks:

Technical Contributions to Projects and Programs

- Develop, refine, and implement a robust learning agenda/framework for continuous learning, collaborating, and adapting for diverse clients including project staff, partners, donors, country government counterparts and other stakeholders.
- Build capacity of project staff, GKI staff and other stakeholders in program monitoring and evaluation, data collection and management, and CLA methods as necessary.
- Facilitate collaborative planning sessions to finalize learning activities that address learning questions of relevance to key stakeholders.
- Coordinate knowledge capture, sharing and strategic learning to speed innovation and bring new innovations to programs.
- Synthesize findings from evaluations, assessments, special studies, and other sources for use on current projects and in new project designs, communications, stakeholder coordination, and reporting.
- Oversee compilation and dissemination of information from both quantitative and qualitative data on successful and promising approaches, lessons learned and other program results to program stakeholders.
- Work with a variety of stakeholders to facilitate and co-design short term and long-term multi-stakeholder strategies.
- Facilitate collaborative planning sessions to finalize learning activities that address learning questions of relevance to key stakeholders.

Facilitation

- Design and implement learning events, pause and reflect sessions, retreats, etc.
- Provide internal and external capacity development through mentoring, training and coaching to USAID missions, IPs, and internal staff in areas of expertise (CLA, MERL, graphic recording, data visualization, etc.).
- Plan and host events to facilitate learning and knowledge exchange (team retreats, strategic reflections, evaluation debriefs, peer networks, etc.).
- Facilitate peer to peer learning through online and in-person communities of practice, learning hubs, etc.

M&E and Research

- Create M&E systems, results frameworks, theories of change, data collection tools, etc.



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- Conduct research in the form of evaluations, literature reviews, landscape analyses, assessments, etc.
- Develop MEL approaches to measuring systems change.
- Develop indicators for measuring impact of innovation challenges and HCD approaches.
- Advise on how to facilitate strategic reflections and create feedback loops to enable adaptive management.

Business Development & Thought Leadership

- Grow GKI's work and presence in new market segments through sales, proposal design and thought-leadership to help grow GKI's portfolio in CLA/MEL.
- Draft proposals for new business.
- Contribute to thought leadership - including written materials (blogs, papers, etc.), teaching opportunities and speaking engagements with USAID and non-USAID audiences.
- Support on proposals, relationship building, and author thought pieces on behalf of GKI to position us as leaders in the development and social impact sectors.
- Contribute to thought leadership in the area of CLA/MEL through blog posts, publications and other social media channels.

Organizational Learning

- Promote forums which facilitate collaboration, learning and action as a result of this information.
- Provide capacity building on knowledge management, actionable learning and adaptive management approaches.
- Contribute to organizational learning in CLA/MEL helping to disseminate best practices and mentor others.
- Contribute to new practice development (new methodologies, approaches and toolkits to help others deploy these approaches).
- Support approaches to measurement of organizational change and change management initiatives.
- Facilitate collaborative planning sessions to finalize learning activities that address learning questions of relevance to key stakeholders.
- Participate in forums which facilitate collaboration, promote learning and action as a result of new insights in development practice.
- Contribute to a culture of respect, integrity, equity, curiosity, humanity.

Information and Learning Design

- Synthesize large amounts of complex qualitative and quantitative data into easy-to-digest visual reports, infographics, animations, and graphic recordings
- Develop toolkit of resources and exercises regarding internalization of data that can be used specifically in bureaucracy/development contexts.



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- Facilitate use of data through interactive activities, tools, and games.
- Oversee GKI's organizational learning practice by managing Skunkworks, working sessions, and other reflection opportunities etc.
- Oversee development of GKI products and tools for internal use and dissemination.

Minimum Requirements

- 8-12 years' experience in knowledge management, organizational learning and/or strategic learning, preferably in an international development context.
- Experience in strategic planning, project design, institutional learning and/or knowledge management.
- Prior experience with international development projects funded by US Government or other bi/multi-laterals, including strong conceptual knowledge and practical experience of Monitoring, Evaluation and Learning (MEL) and how that relates to USAID's CLA framework.
- USAID Experience across CLA/MEL preferred.
- Ability to prioritize tasks in a fast-paced and changing environment.
- Demonstrated skill and experience in facilitating groups, meetings, and events (both online and in-person), resulting in collaborative decision-making, agreed upon action items/priorities, and strong outcomes.
- Strong oral and written communication skills, excellent interpersonal, analytical, and training skills.
- Deep knowledge of USAID's program cycle, operational contexts, and personal networks and relationships with USAID partners and stakeholders.
- Proficiency in designing and facilitating strategic consultative services to USAID, and providing relationship and management support for diverse activities and stakeholders.
- Experience in implementing innovative approaches towards partnership building and USAID stakeholder engagement.
- Demonstrated success in facilitating and advising USAID clients to inform programmatic strategy, buy-in design and adaptations, feedback loops, communication and advocacy.
- Background and experience with key agricultural research, food security, and policy networks, both within Africa and globally, is a requirement.
- Ability to design, manage, advise and support on a variety of projects that meet USAID needs across geographies.
- Experience in strategic planning, project design, institutional learning and/or knowledge management.
- Oral and written fluency in English

Preferred Knowledge, Skills and Abilities



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- Strong background in evaluation and analysis of development programs funded by bi-lateral donors and foundations, especially USAID.
- Expertise in working with a variety of stakeholders including local community members, local and national government personnel, private sector, NGO partners, international donor agencies and other stakeholders.
- Demonstrated experience in qualitative data collection, and experienced in using key informant interviews, focus groups, and interactive tools to generate qualitative information and learning from the data.
- Strong technical skills in virtual collaboration and facilitation platforms (Zoom, Mural, etc.,).
- Solutions oriented, bringing a problem-solving approach, design solutions, deliver and supervise projects.

Education: Bachelor's degree in organizational learning, knowledge management, or other related area of expertise.

Working Environment: Currently work is performed remotely. The main office is located in Washington DC.

Supervisory Responsibilities: This position does not currently have supervisory responsibilities.

Travel: Domestic and international travel may be required and may include travel to fragile and/or conflict-prone zones when pandemic conditions allow (10-15%).

Equal Employment Opportunity

GKI is an equal opportunity employer. We do not tolerate discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills to strengthen our organization. We do not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, military veteran status or any other protected group in the locations where we work.

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