

URGENT ACTION FUND

FOR WOMEN'S HUMAN RIGHTS

Scope of Work for UAF Monitoring, Evaluation and Learning (MEL) Consultant Coding and Analysis Project 2021

About Urgent Action Fund (UAF)

[Urgent Action Fund](#) partners with women's movements worldwide to support women's human rights defenders striving to create cultures of justice, equality and peace. UAF provides rapid response grants in the Balkans, Central Asia, Europe, Middle East, South Caucasus, Turkey and Russia. We also engage with international partners on advocacy to advance women/trans/gender nonconforming activists' and defenders' rights.

UAF is part of a network of the [Urgent Action Sister Funds](#) across Africa, Spanish-speaking countries in Latin America and the Caribbean, Asia and the Pacific.

Consultancy Scope

UAF seeks a MEL consultant *who is in a graduate program or newly graduated with a Master's degree* to support the implementation of our MEL framework through the review and analysis of final reports from grantees in the regions that we support. The consultant will review, summarize and code final reports against outcomes and indicators. Guided by our evaluation questions along with social change and gender analysis frameworks, the consultant will interpret, look for trends/patterns and analyze final reports. The consultant will also summarize findings that can be visually represented, in a report form and/or presentation style.

The MEL consultant will work directly with the Senior Learning and Impact Officer, and possibly other regional Program Officers, Communication Officers or other relevant staff members (as needed).

This MEL consultancy is intended for early career professionals or graduate students who want to expand and apply their qualitative and quantitative research and analytical skills in a MEL project scope. Due to UAF's focus on international grantmaking in different contexts with diverse populations using an intersectional feminist approach, we will be using an equity and justice lens in our recruitment of this consultant that aims to support the career trajectory of people from communities that are typically under-represented in the MEL field and are disproportionately impacted by intersecting systems of oppression.

Skills & Experience (Preferred)

- Graduate student or new graduated with a graduate degree
- Studied or worked in any of these areas: social sciences, liberal arts, humanities (psychology; sociology; human rights; gender, social, economic, reproductive or environmental justice; international development; feminist theory; statistics; economics)

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- Experience handling, interpreting, coding and analyzing quantitative and qualitative data (with an emphasis on qualitative coding and analysis)
- Documentation skills
- Desk research
- Strong analysis and clear, succinct writing skills
- Comfortable working across different time zones and geographies
- Detail-oriented
- Collaborator and team player
- Good thought partner; creative thinker
- Flexible, adaptive and resourceful; Comfortable dealing with ambiguity

Skills & Experience (Nice to Have)

- Some understanding of feminist MEL approach and methodology
- Some understanding of nonprofit, advocacy, community organizing, grantmaking and/or the philanthropic sector
- Knowledge of human rights trends regionally and/or globally, as they relate to women and gender nonconforming activists and human rights defenders
- Data visualization skills
- Presentation skills

Duration: June to December 2021 (required ability to commit to this duration)

Hours: 10-15 hours/weekly, flexible schedule

Location: Remote

Compensation: \$20/hour

Supervision: Reports to the Senior Learning and Impact Officer (based in California)

To Apply:

- Contact: consultants@urgentactionfund.org
- Email a cover letter, CV and/or (optional) list of evaluation projects
- Deadline: May 31, 2021