

# Candidate Brief

**Global Director -  
Monitoring & Evaluation**

**September 2013**

## CABI BACKGROUND

**CABI ([www.cabi.org](http://www.cabi.org)) is a not-for-profit development-led organization supported by a solid scientific research base and a world class publishing service. Our mission is to improve people's lives worldwide by providing information and applying scientific expertise to solve problems in agriculture and the environment. Our work increases food security and protects biodiversity.**

We have over 350 staff based in 16 countries. We have offices in Brazil, China, India, Kenya, Malaysia, Pakistan, Switzerland, Trinidad & Tobago, the UK and the USA.

CABI is an intergovernmental organization that can trace its origins back to 1910. Our mission and direction are influenced by government representatives from our 46 member countries who help guide the activities we undertake. These include scientific publishing, development projects and research, and microbial services. We are also leading a major new initiative, Plantwise, which aims to improve food security and the lives of the rural poor by reducing crop losses.

### Publishing

We produce key scientific publications, including CAB Abstracts – the world-leading database covering agriculture and environment and Global Health - the definitive bibliographic database for public health information. We also publish multimedia compendia, books, eBooks and full text electronic resources aiming to further science and its application to real life. Behind each of our products is a team of subject specialists committed to delivering the most relevant and authoritative information to researchers worldwide.

### Development projects and research

Our staff research and find solutions to agricultural and environmental problems. We use science, information and communication tools to help solve issues of global concern. Our work is arranged around four core themes:

- **Commodities** – we work to enable smallholder commodity farmers to compete in global markets. We diagnose and control plant pests and diseases, and help farmers get a better price for their crops. We work on crops such as coffee, cocoa, wheat, rice and cotton.
- **Invasive species** – we are helping to reduce the spread and impact of invasive weeds such as Japanese Knotweed, water hyacinth and insects such as coffee berry borer and cocoa pod borer. We also advise countries at a policy level about agriculture, trade and the environment.
- **Knowledge for development** – we work with farmers, extension workers, researchers and governments to deliver agricultural knowledge and develop communication strategies and systems.
- **Knowledge management** - we use information and communication technologies to provide farmers, researchers and policy makers with the information they need to make informed decisions and to lift people out of poverty.

### Microbial services

We manage one of the world's largest genetic resource collections, the UK's National Collection of Fungus Cultures. We conduct microbiological identifications, provide cultures for sale, and offer preservation and consultancy services. We are also screening our collection, looking for natural products such as antibiotics, vitamins and enzymes.

### Plantwise

Plantwise aims to increase food security by providing knowledge. It helps poor farmers in developing countries improve their livelihoods by losing less of what they grow to plant health problems. This will be achieved through expansion of the plant clinic network which CABI has already begun to establish, supported by the creation of a global knowledge bank of information on plant health, pests and diseases. Plantwise will be a global programme, comprising an integrated set of projects and activities.

[www.plantwise.org](http://www.plantwise.org)

## THE ROLE

<b>Job title:</b>	Global Director – Monitoring & Evaluation
<b>Grade:</b>	Senior Management (SMG)
<b>Salary:</b>	Commensurate with skills and ability
<b>Reporting to:</b>	Executive Director International Development
<b>Direct reports:</b>	Plantwise Science Coordinator (100%) and three Project Development Officer/ Plantwise Regional M&E Support Officers (50% positions)
<b>Key peer group:</b>	Plantwise, International Development (ID), Publishing, Commercial and Corporate senior management.
<b>Location:</b>	By agreement with the appointed candidate, the post may be based in our office in Nairobi, Kenya, Delémont, Switzerland, or Egham or Wallingford in the UK.

### Purpose of the role

The Global Director – Monitoring & Evaluation will support overall coordination of programme-level monitoring and evaluation (M&E) and gender mainstreaming within CABI. For the first few years at least, they will be responsible for all monitoring, evaluation and reporting related activities and requirements for the Plantwise programme and gender mainstreaming within CABI. This includes the development of M&E frameworks and the development of a performance monitoring system. He/she will contribute to the design and management of programme assessments and evaluations that establish causal relationships between policy and outcome changes. He/she will also promote a culture of evidence-based decision making within CABI that emphasizes research to learn key lessons and improve M&E processes to quantify outcomes and impact. The job holder will be a member of the Plantwise Programme Board (PWPB).

### Key Accountabilities

#### Planning and implementation

- to provide oversight, mentorship and advice for CABI staff across centres implementing evaluation studies;
- to provide strategic and technical leadership to Plantwise in monitoring and evaluation, results reporting, data utilization for programme decision-making and knowledge management;
- to lead Plantwise M&E and impact evaluation activities, revising and updating the programme log-frame and M&E strategy working closely with other members of the PWPB;
- to ensure that the programme level monitoring and reporting procedures are in place, operating efficiently and effectively and serving to report actual progress against annual work plans and milestones to programme staff, national collaborators and donors;
- to support Regional Teams and collaborators in developing and implementing country level log-frames and M&E plans that embed broader concepts, accommodate evaluation research objectives and are closely integrated with overall implementation and research strategies;
- to provide direct support and oversight to activities of regional M&E support officers and M&E and gender mainstreaming actions led by other Plantwise staff;

- to work with knowledge bank staff to ensure that the Plantwise Online Management System (POMS) structure can accommodate M&E data;
- to coordinate a programme of impact evaluation implemented by CABI staff, collaborators and consultants that integrates qualitative and quantitative approaches to assess intermediate and long term impacts and understand causal pathways between activities and interventions on one side and changes in outcomes and impact on the other. This will lead to the consolidation of lessons learnt to adjust and adapt programme implementation.

### Capacity building

- to develop functional partnerships with external organizations with appropriate expertise related to impact evaluation, institutional learning and extension research to contribute to the development of an internationally-accepted programme-level M&E plan;
- to plan for and coordinate M&E and gender mainstreaming capacity building activities with both CABI staff and partners and act as a master trainer when appropriate.

### Communications

- to champion the writing and publication of reports, articles, scientific papers, internal communication etc, and external media profile to promote and publicise Plantwise and what it is achieving both globally and within the regions;
- to contribute to documenting and sharing experiences and using lessons learned to improve effectiveness and sustainability of major programmes across the organisation.

### General

- to ensure adherence to CABI policies and procedures, including access to biodiversity, quarantine, HR and Health & Safety requirements, financial and project management procedures, and IPR procedures.

## PERSON SPECIFICATION

The ideal candidate will be qualified to PhD level in Agricultural Economics or Economics, with strong empirical skills or strength in applied economics with a track record of applying this discipline to agricultural development. She/he will be an experienced evaluation and monitoring profession who has experience in leading M&E activities across large programmes and is up to date with current best practice in M&E. She/he will be a highly credible advocate with the standing to represent CABI effectively across the full spectrum from policy makers and partners to extension workers and farmers.

### Qualifications and language skills

- PhD preferred or a first degree and Masters, ideally in Agricultural Economics or Economics or other relevant degree;
- Experience in the field in impact evaluations specifically with appropriate empirical skills or strength in applied economics;
- Fluency in English essential - and in at least one other major language would be a benefit.

### Previous experience

- extensive experience and demonstrated skills in the design and use of quantitative, qualitative and participatory M&E methods and approaches and the ability to coach and train others in their use;
- demonstrated skills in quantitative data, statistical analysis, reporting and data management and in the presentation of results to identify best practice and to inform decision-making;

- experience in institutional capacity building and Monitoring and Evaluation of capacity building programmes with a wide range of stakeholders including local communities, NGOs, government officials, other partners, researchers, etc;
- experience with impact evaluations, using and building them;
- a broad range of successful project management experience (over at least 10 years and ideally with developing country experience) – from planning and development to implementation and review - to include operating on a global or a regional scale across multiple projects;
- a proven track record of experience in communication and outreach from research organizations/projects, ideally in the developing world;
- a successful track record of operating on a global or a regional scale, of influencing partners and stakeholders, and of co-ordinating teams in a cross cultural and multi-disciplinary environment;
- resource management experience, covering the delivery of financial targets and budgets and the efficient and effective management of staff, including scientific staff – ideally to have included experience working in a matrix management environment.

### Personal characteristics

- a team player, with strong interpersonal and communication skills;
- the ability to articulate scientific concepts effectively to technical experts and non-experts;
- very strong influencing and networking skills - a natural ambassador;
- strong cross cultural awareness, able to work effectively with diverse working styles across many countries;
- highly self-motivated and driven to achieve business results – entrepreneurial in approach;
- robust with the operational grip and capacity to handle a demanding workload, including considerable travel;
- strong personal organisational and business skills;
- keen to mentor and develop staff;
- be comfortable dealing with the media.

## EQUAL OPPORTUNITIES

CABI is an equal opportunities employer and welcomes applications from candidates irrespective of age, gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation or marital status. No applicant will be disadvantaged by conditions which cannot be shown to be justified and selection will be based on merit.

By taking the [CABI Equal Opportunities Survey](#) you will be helping us to follow best practice recommendations that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. Please follow the link to take the survey.

## HOW TO APPLY

To apply please send the following to [recruitment@cabi.org](mailto:recruitment@cabi.org) quoting **Job Reference 93/2013** and stating where you saw this post advertised:

1. a covering letter describing in full how you meet the candidate profile, and to include details of your current remuneration;
2. a full Curriculum Vitae;
3. the names and contact details of three referees, one of whom must be your current or most recent employer – referees will not be contacted without your prior permission

**Please note the closing date for the receipt of applications is 17.00 BST on 11 October 2013.**