



Consultancy	TEAM LEAD, ATJLF LEARNING & EVALUATION
Reporting to	Director (ATJLF)
Line Management Responsibility	In-Country Evaluation Officers
Job Location	Accra, Ghana
Remuneration	TBD
Contract Duration	One (1) Year (with possibility of extension for up to 3 years)

SUMMARY ABOUT THE ATJLF AND THE LEARNING & EVALUATION PROCESS:

About ATJLF. In 2020, The Africa Transitional Justice Legacy Fund (ATJLF) became a 501c(3) organization with the ultimate aim of rebuilding communities and promoting survivor agency in post-conflict societies. The organization is a registered public charity under the laws of Ghana.

Based in Accra, Ghana, the ATJLF supports community-based, survivor-led transitional justice projects and processes in Cote D'Ivoire, Gambia, Guinea, Liberia, Mali, North-eastern Nigeria, and Sierra Leone. Since 2019, the ATJLF has supported over 40 transitional justice initiatives across the seven countries through grant-making and convenings. The organization also supports the African Union Commission (AUC) through the Department of Political Affairs, Peace and Security, to popularize and disseminate the African Union Transitional Justice Policy (AUTJP).

The ATJLF supports locally relevant and contextually appropriate transitional justice interventions in the countries of focus for the following reasons:

- **To rethink and remodel transitional justice approaches in the sub-region**
- **To support pioneering transitional justice initiatives**
- **To create positive changes in people's lives (mainly survivors of conflicts and brutal dictatorships)**
- **To consolidate existing gains in transitional justice initiatives in West Africa and beyond, through strategic partnerships with continental and sub-regional intergovernmental institutions**
- **To serve as a route for supporting skills development and knowledge management initiatives of civil society, local and national government authorities, and regional institutions.**



The opportunity

The Africa Transitional Justice Legacy Fund (ATJLF) seeks a highly qualified **Learning and Evaluation Team Lead**¹ for the evaluation of its grant-making. The “Learning and Evaluation Team Lead” will be an individual consultant who will lead a team of individuals to undertake data collection, analysis and synthesis and facilitate learning from evaluation work. This is not a typical monitoring and evaluation exercise. It will involve a side-by-side accompaniment process to enable the ATJLF track and trace its progress and impact of its work and strengthen its operational & programmatic vision and mission for the long term.

In particular, the overall potential benefits of the evaluation and learning for ATJLF are:

- i. Articulating and refining the ATJLF theory of change and strategy based on learnings.
- ii. Facilitating data collection and analysis, feedback, and findings that could help us better understand what processes and approaches are working, what could be improved, and how ATJLF is evolving.
- iii. Documenting and measuring to the extent possible if/how ATJLF has contributed to transitional justice efforts and movements since inception; and,
- iv. Collecting information that could inform the ATJLF’s approach to targeting new audiences.

Additionally, the learning and evaluation process seeks to achieve the following outcomes for the organization’s current and potential funders:

- i. Facilitating a deeper understanding and appreciation of the investment case for ATJLF’s funders.
- ii. Establishing an institutional base for continued support of ATJLF’s grant-making, institutional position, assets, and strengths in the landscape of organizations working on transitional justice, as well as its success in messaging and its contributions to the field;
- iii. Improving funders’ understanding of the sustainability of ATJLF’s operational model; and,
- iv. Charting a clear pathway for the development of a jointly agreed organizational results framework, a stress-tested theory of change and a clearly articulated vision and mission.

The priority for this process is learning from evaluation rather than finding definitive measures of attribution. The ATJLF and its funders view learning as an ongoing activity that occurs incrementally and iteratively over time. It involves using data and information gathered through evaluation to enhance understanding and to guide decision-making. The evaluation will be used as a systematic and objective assessment of ATJLF’s work, outcomes, and impact over time.

The ATJLF and its funders expect the **Learning and Evaluation Team Lead** to use the most appropriate evaluation methods and tools to conduct the proposed activities below, though preference will be given to proposals that apply a mixed-methods approach. The ATJLF will recruit an individual with the most qualified credentials that combine expertise in transitional justice and programme evaluation. We are

¹ The “Learning and Evaluation Team Lead” is used to refer to an individual who will then lead a team of individuals to undertake the learning from evaluation work. This is not a typical M&E exercise. It will involve a side-by-side accompaniment process to enable the ATJLF track and trace its progress and strengthen its operational & programmatic vision and mission for the long term.



flexible in how these methods are configured in the proposal to fully address our information needs. We strongly believe that a successful Learning and Evaluation Team Lead is one that is able and willing to meet the information needs of the funders and the ATJLF. The **Learning and Evaluation Team Lead** will provide constructive feedback and recommendations that support improvements, inform parties about the position of ATJLF in transitional justice efforts, and improve understanding about the work and business models of the ATJLF. Furthermore, the **Learning and Evaluation Team Lead** will apply rigor, candor, and objectivity throughout the partnership period.

DESCRIPTION OF TASKS:

The **Learning & Evaluation Team Lead** is a newly created consultancy role within the Africa Transitional Justice Legacy Fund (ATJLF). Its principal purpose is to lead and manage the organization's learning and evaluation process, and to support the ATJLF in tracking its grant-making progress through regular assessments. It is a one-year contract with a possibility of extension for up to three (3) years. The role will be based in Accra and will report to the Director of ATJLF. Under the supervision of ATJLF's Director, and in close coordination with the funders, the Advisory Committee and ATJLF staff, the **Learning & Evaluation Team Lead** will:

1. Lead on the development and execution of a comprehensive results framework² for the ATJLF
2. In close collaboration with the ATJLF Director, the funders, and the Advisory Committee members, identify and recruit a team of **Learning Evaluators**³ for the seven countries of focus as well as continental experts to support the collection, collation and analysis of data and experiences.
3. Lead on landscaping activities: Explore the context in which ATJLF's work is taking place, the social and environmental conditions surrounding the work, and how those factors are evolving over time. Key questions related to landscape evaluation activities include: What is the context? What are the political, socio-cultural, and environmental conditions, and how are they changing over time and space?
4. Gather information from ATJLF staff, grantee-partners, strategic partners and beneficiaries about how the organization's grant-making and other programmatic work is progressing, what is going well, and what might need to be adjusted and improved. Key questions related to feedback evaluation activities include: What is working? How are decisions being made to promote projects or fund activities? What is not working, and why? What could be improved or adjusted?
5. Performance and outcome evaluation activities: Measure progress toward specified results of ATJLF's work. These measurement activities are designed to be carried out on- the-ground in the seven target countries and at the continental and regional levels and include an assessment of what has been done so far. Many measures may be qualitative in nature (e.g., degree to which ATJLF's efforts amplify economic, social and cultural rights in communities). Key questions related

² This refers to the tool or benchmark that will be used as a basis to monitor and evaluate the progress and achievement of results from ATJLF's programmatic and grant-making interventions.

³ A team of three (3) country-level evaluators will be recruited/sub-contracted to work with the Team Lead to collect, collate and analyse data from the fields. Among these Learning Evaluators, one will focus on Sierra Leone & Liberia, another will look at Nigeria and The Gambia and the third will cover Cote d'Ivoire, Guinea and Mali. The Team Lead will oversee the learning themes around our partnership with the AU and ECOWAS Commission.



to performance and outcome evaluation activities include: To what extent is progress being made toward specified results? What are the measurable outcomes by each level (country, region, and continental)?

6. With what intended and unintended results?
7. A desk review and analysis of documents and data relevant to ATJLF, as available, including but not limited to proposals and reports submitted by ATJLF and its partners to the funders, documents published by ATJLF and its partners, and grant briefs
8. Designing and conducting surveys of target partners and selected stakeholders
9. Key deliverables that the funders and ATJLF expect, include a clearly defined results framework for the organization and a final learning & evaluation design approach.
10. Lead in drafting the preliminary and final findings reports, which will include analysis of initial findings, a synthesis of findings and conclusions, as well as recommendations that the funders and ATJLF can use to improve their efforts.

Essential Requirements

- At least 10 years' relevant experience in designing and leading strategic evaluation and learning. Demonstrated understanding that evaluation and learning must be rigorous & systematic while also being flexible & supportive.
- Deep knowledge about transitional justice and human rights in West Africa
- Expertise in facilitating discussions and adult learning
- Commitment to ATJLF's mission, core values and principles.
- Demonstrable skills in collecting, analyzing, interpreting and using data and research findings and experience with methodologies and appropriate methods on advocacy, policy change efforts and work to reactivate people's agency to advocate for social change on their behalf.
- Strong knowledge on project and/or programmes strategy design and management in an NGO
- Master's degree or equivalent in either social policy, anthropology, law and international human rights; or international development or related fields
- Strong contextual understanding and experience of working with small and medium-sized human rights organisations in West Africa
- Excellent English language skills (written and oral)
- Significant experience in coordinating and managing people and resources across multiple locations
- Very good interpersonal skills and communication skills
- Ability to work under pressure and to tight deadlines – to be able to prioritise clearly

- Personal and professional integrity, flexibility, initiative and a “can-do” attitude and meticulous attention to detail
- Excellent computer literacy and knowledge of Microsoft Office applications - Word, Excel, Power point, Outlook, etc.
- Experience in negotiating best value project agreements with potential partners and freelance consultants

DESIRABLE SKILLS AND EXPERIENCE

- Sound strategic thinking and planning skills, including ability to think creatively and innovate and to set priorities and evaluate progress.
- Experience in capacity building of small organizations through learning and mentoring, working remotely with Evaluation officers in the field
- Ability to engage and correspond in French will be a significant advantage
- Respect that grantees and partners have the front-line expertise and experience essential in pursuing a transformational reparative justice and racial healing initiative. As a funder, we seek to support solutions that are self-determined by those impacted, respecting they are experts and balancing lived experiences with evidence-based practice
- Should be comfortable working in a small but dynamic and rapidly growing organization similar to a start-up
- Ability to represent an organisation in international forums, conferences, and seminars, etc.

Travel Requirements

The lead consultant for this post must be based in Accra, Ghana but will be required to undertake some level of travels across West Africa, to the seven countries of focus. Travel frequency and destination is contingent on necessity, availability of budget and the Director’s expressed approval.

OTHER INFORMATION

PROPOSALS

To apply for this consultancy position, all interested persons or agencies must submit a written proposal to jobs@atjlf.org by **31st January 2022**. The application proposals should include the following in separate documents:

- 1) A **cover letter**, indicating how your skills and experience meet the qualifications listed above
- 2) A **proposal** of no more than 10 pages
- 3) A **resume or CV** for key members of the proposed evaluation team (compiled in one document)
- 4) A **draft budget**, including consultation fees and all other evaluation-related expenses (including travel). Proposed budgets should



	outline, in detail, key responsibilities assigned to each team member along with their hourly rates.
INTERVIEWS	Shortlisted candidates or firms will be invited to an interview in February 2022. The interview panel will comprise the ATJLF staff and representatives from the organization's two funders.