

**Institute for Reproductive Health, Georgetown University**  
**Washington, DC**  
**PASSAGES RESEARCH AND MONITORING & EVALUATION OFFICER**

## POSITION DESCRIPTION

### ORGANIZATIONAL OVERVIEW

The Georgetown University Institute for Reproductive Health (IRH) is dedicated to improving the sexual and reproductive health of women, men and youth through a research-to-practice agenda. Our emphasis is on increasing access to and use of family planning, increasing fertility awareness through life-stage appropriate interventions, expanding access to fertility awareness-based family planning methods in an informed choice context, and developing scalable interventions to transform gender norms and catalyze the diffusion of social norms that support family planning. Cross-cutting themes in the Institute's work include the diffusion of social norms that support sexual and reproductive health, scale-up of innovations, and incorporating gender perspectives in reproductive health. In partnership with a wide range of international and local organizations, IRH conducts research, builds capacity, and provides technical assistance to public and private-sector organizations in lower and middle-income countries and the U.S. The Institute is supported by grants from federal agencies and foundations.

### OVERVIEW OF PASSAGES PROJECT

The Institute for Reproductive Health at Georgetown University (IRH) recently launched the 5-year Passages Project, an exciting research, intervention and technical assistance project focused on transforming social norms for sexual and reproductive health. Firmly based in social science theory on social norms and implementation science approaches that consider real-world programmatic experience, Passages will bridge the gap between science and effective policy and practice through activities in three work streams:

- 1. Research work stream:** establish evidence base on scalable social norm change intervention pilots and replication studies
- 2. Practice work stream:** assess and provide technical assistance and catalytic support for scaling social norm change interventions
- 3. Global leadership work stream:** advance knowledge dissemination and utilization of social norm change interventions

Applying implementation science principles, IRH alongside consortium partners, FHI360, JHSPH (GEAS), PSI, Save the Children and Tearfund aim to explain what makes interventions effective in real world contexts; address socially complex issues including gender inequality, stigma and violence related to family planning (FP), healthy timing and spacing of pregnancies (HTSP), and sexual and reproductive health (SRH), and focus on scalability, considering cost, complexity, and adaptability. In doing so, the Passages project aim is to **increase use of modern FP and improve healthy timing and spacing of pregnancies by youth and first-time parents.**

By the end of this project, Passages will have: **1) established a body of rigorous evidence on scalable interventions and social norm mechanisms to support positive SRH/FP outcomes; 2) assessed interventions and built local capacity to plan and implement scale-up; and 3) advanced knowledge and increased utilization of evidence.** Results will be achieved by building and sharing the evidence base and strengthening the capacity of the global SRH community to achieve long-lasting, widespread changes in social norms that support SRH/FP among target groups.

### POSITION SUMMARY

IRH seeks a Research and Monitoring & Evaluation (M&E) Officer to support effective implementation of activities through the life of the Passages project (2015-2020). This new position has two key roles. Firstly, this person will undertake background and desktop research and produce written outputs/materials to support project activities, and provide technical input to all phases of mixed-methods research study activities. Secondly, the person will co-ordinate the M&E activities of the project, ensuring timely, high quality data are collected, fed back into project decision making, synthesized and disseminated widely. He/she will be a key member of the IRH Passages team, and will work proactively with colleagues within IRH and the broader consortium. The ideal applicant will have strong technical skills in research and M&E, as well as a background in sexual and reproductive health, with a focus on youth, gender and/or positive male involvement and gender-synchronized programming and/or gender-based violence. Specific experiences in the areas of scale-up, social norm intervention and measurement are highly desirable. The position is based in Washington DC, and will report to the Deputy Director of the Passages project. International and domestic travel may be necessary. The position includes opportunities for growth and development.

## ESSENTIAL DUTIES OF POSITION

### 1. Research (45%)

- Undertake desktop and background research, in areas of need and interest for the Passages project, including in support of project technical expert groups (Task Teams) that seek to build capacity, share expertise and advance knowledge. Task Team outputs include evidence syntheses, learning sessions, expert consultations and key informant interviews.
- Develop and edit concept notes, briefing documents, literature reviews and other written outputs and substantive materials, to support the Passages project
- Provide technical assistance in mixed-methods research study design and implementation at all phases of research, intervention, and utilization, including leading on research initiatives, where necessary. Related responsibilities may include supporting the following:
  - formative research to guide development of interventions
  - intervention design and the development of study proposals, protocols, workplans and IRB submissions
  - development and adaptation of materials and instruments for research studies
  - training and capacity building for research studies
  - implementation and monitoring of research activities, including data collection and data entry
  - preparation of data analysis plans, and the analysis of data from qualitative and quantitative research
  - preparation of interim and final reports, updates and presentations from the research
- Support effective working relationships with implementing organizations around research tasks, displaying a clear understanding of context, partner needs and roles, including coordinating partner activities
- Contribute to efforts to operationalize and measure complex constructs (e.g. fertility awareness, gender and other social norms, self-efficacy)
- Promote dissemination and utilization of IRH research and program results in a number of formats.

### 2. Monitoring, Learning and Evaluation (45%)

- Serve as the M&E focal person for IRH within the Passages project, coordinating M&E processes in close collaboration with IRH and consortium staff working on M&E
- Support the roll-out of the project M&E system, including appropriate M&E data flow within Passages
- Support and guide the integration of monitoring and evaluation processes across the project, including within the research studies and other areas (such as realist evaluations)
- Support the development, utilization and ongoing refinement of M&E tools for the project, including the PMP
- Monitor project activities regularly to ensure data for project indicators are collected in line with the project M&E plan and Performance Monitoring Plan (PMP)
- Compile submissions against the PMP from IRH and consortium staff to produce overall M&E reports for the project
- Document and share process results and lessons learned, as well as project outcomes
- Manage the activities of the project M&E working group (MEWG), including calling meetings, minute taking, reporting to the MEWG and undertaking appropriate follow-up
- Report on M&E to the Passages Management Team and Annual Project Meetings, as necessary
- Provide technical assistance to IRH staff and consortium partners working on M&E, both at headquarters and in-country, including through dissemination of information and materials
- Facilitate necessary translations of project M&E documents
- Foster a learning environment, both on what works and what does not, and the use of outcome and process evaluation results for decision-making across the project
- Implement systems to ensure compliance between Passages and broader IRH M&E processes, and support the integration of Passages activities within those organization-wide processes

### 3. Program Support and Administration (10%)

- Participate in project Task Teams, and meetings of the project Technical Expert Groups, as necessary
- Manage the M&E section of the cloud-based project management system, including consolidating and storing M&E reports and data
- Support technical meeting/expert consultation preparation and note taking of deliberations
- Apply strategic and innovative vision to support the development and expansion of the work of Passages and IRH
- Support the completion of donor reports for the project

## POSITION REQUIREMENTS

- Post-Graduate degree in public health, social sciences or a related field
- Minimum of 3-5 years' experience with background in research, formative research, research design and implementation, preferably with a focus on using mixed methodologies to explore family planning and sexual and reproductive health issues in developing country and other low-resource settings
- Minimum of 3-5 years' experience with the co-ordination and implementation of project monitoring, learning and evaluation systems, preferably with a focus on family planning and sexual and reproductive health in developing country and other low-resource settings. This should ideally include experience developing M&E tools, integrating M&E into project activities, managing M&E dataflow, providing M&E capacity building and writing M&E reports
- Recognized commitment to promoting sexual and reproductive health by increasing fertility awareness, ensuring informed choice of a broad range of family planning methods, and addressing gender inequality
- Understanding of social norms related to family planning/sexual and reproductive health, including gender norms, and related social and behavioural change strategies. An understanding of scale-up and measurement of social norms, an advantage.
- Excellent written and verbal communication skills; including the ability to convey complex concepts in a clear and concise way and to help stakeholders act on the information. Expertise preparing thorough, well-written and concise documents, summaries and reports
- Expertise in data processing software such as Access and Excel. Proficiency in use of statistical analysis packages for qualitative and/or quantitative research (e.g. SPSS, STATA, AtlasTi, NVivo) highly desirable
- Proven expertise facilitating collaborative work with diverse partners engaged in complex projects, and demonstrated ability to communicate effectively with these partners and colleagues and build strong professional relationships and networks. Candidate should also have the ability to work efficiently and independently
- Proven ability to work effectively in multi-cultural teams and with technical and administrative staff and consultants, with high ethical standards and outlook of respect and dignity for all people
- Attention to detail and strong organizational skills
- Strong analytical skills, with ability to communicate technical information clearly to both technical and non-technical colleagues.
- Ability to demonstrate grace under pressure with multiple and shifting priorities
- Spoken and written French an advantage
- Familiarity with USAID and the international donor community operations in supporting reproductive health programming an advantage
- Willingness to travel up to 15% time, if necessary.

Please email [irhresumes@gmail.com](mailto:irhresumes@gmail.com) with CV, Cover Letter, including references addressed to Courtney McLarnon-Silk with a subject line of "Passages Research and M&E Officer" by January 31, 2015. Applications will be reviewed on a rolling basis, with priority given to early applicants. Please specify where you found the job advertisement. No phone calls please.

**No phone calls please.**

*This position is hired through Development International, Inc. for the Institute for Reproductive Health, Georgetown University. Development International is an equal opportunity employer.*