MERL Research Manager
Project-based Consultant

Overview

Teach For All's MERL team is seeking a research manager to serve as a consultant for a 3-month contract (March 1 to May 31, 2024) to on a number of key tasks outlined below.

The contractor will support the Monitoring, Research, Evaluation and Learning (MERL) team in efforts to advancing the knowledge and catalyzing evidence of how Teach For All network partner choices for growing collective leadership development contributes to systems change, growing the pipeline of studies on the leadership effects of the Teach For All approach. Additionally, your contribution will also ensure both responsiveness and proactive outreach to network partners in the Europe region for supporting their capacity and cultures to learn about their programs and impact and will build and maintain team systems that respond to the strategic needs of the team.

Key Tasks and Responsibilities

The Research Manager will take on the following tasks:

	Task Overview
TASK 1: **Providing project management support to participant, alumni measurement projects**	Coordinating the implementation of a pilot project with 3-4 network partners to measure leadership capacities in fellows and alumni including: • managing the project team by building the necessary systems (spaces, updates, trackers) to achieve the agreed deliverables • engaging with network partner staff throughout the project • engaging with vendors for the required licensing of metrics and approvals • co-designing and organizing a series of workshops to support network partner staff to determine the scope of the pilot • developing and supporting the execution of a project implementation plan • co-designing a strategy to learn from the results • communicating with stakeholders throughout the project Coordinating the design of a project to review the key indicators that partners can use to monitor the experience and perceptions of participants in the teaching fellowship from before, during, and after the program including: • coordinating spaces and processes with stakeholders from 3 teams at Teach For All to develop a proposed project design and scope • working with others on the project team to solicit feedback and input from other stakeholders in the organization and Teach For All network on the proposed design and scope • working with others on the project team to devise an implementation plan for the project

	Task Overview
TASK 2: Support and manage community and systems impact research projects and strategy	Supporting the finalization and dissemination of the materials design for a new publication "The Missing Piece to Transform Education": • providing feedback on the report content and drafting sections as needed • collaborating with the other co-authors to develop and execute plans for the layout and design of the report and supporting materials • collaborating with the other co-authors, communications team, and other stakeholders to develop and execute plans to disseminate the report to external audiences • designing learning experiences for network partners to engage in the insights from the report and to co-create next steps Collaborating with co-authors and other key stakeholders to align on a research and learning strategy for the next stage of the work steps
TASK 3: Support the MERL Capacity of partner organizations	• Facilitate regional MERL communities of practice to support peer-to-peer learning on MERL • Surface key MERL insights and innovations, particularly relate to leadership and systems change, and develop knowledge products to codifying and spread them
TASK 4: Support MERL team operations and systems	• Work with MERL team to develop and manage team budgets, devising systems and collaborating with others to implement them • Oversee team expense reporting, vendors hiring, contracting and invoicing proving guidance to team members as needed • Devise and coordinate systems for tracking relevant ongoing and completed research in the network

Key Tasks and Responsibilities

The successful candidate will have 5-7 years of experience working in the field of monitoring, evaluation, research or related areas and will demonstrate the following:

Strong Operating and Managing Skills:
• Proven ability to efficiently operate and manage projects with a focus on strong outcomes
• High level of attention to detail in all aspects of project execution, ensuring thoroughness and accuracy.

Exemplary Stakeholder Engagement:
• Engages effectively with diverse stakeholders, fostering strong relationships through proactive communication and updates.
• Works collaboratively in multiple diverse, agile teams simultaneously, demonstrating adaptability and inclusivity.

Diagnosing Project Team Needs:
• Skillful in diagnosing the unique needs of project teams, ensuring a comprehensive understanding of requirements.

- Identifies and addresses project support needs to drive successful execution towards project goals.

Building Inclusive and Equitable Environments:
- Actively contributes to the creation of inclusive and equitable work environments.
- Balances perspectives and exercises judgment in complex situations.

Transparent and Effective Communication:**
- Transparently communicates capabilities, right-sizing commitments for optimal efficiency.
- Follows through on all agreed tasks with project team members, ensuring clarity and accountability.

High Flexibility and Adaptability:
- Works with high flexibility and adaptability, thriving in dynamic and changing work environments.
- Successfully navigates challenges by adjusting strategies and approaches as needed.

To Apply

To Apply for the position, please submit the following materials by February 23rd to talent@teachforall.org: your CV, a cover letter describing your relevant experience and approach to the tasks, and your daily rate. Please use the follow subject line for your email: **MERL Research Manager Consultant Application**.