BERNARD VAN LEER FOUNDATION
JOB DESCRIPTION

BASIC INFORMATION

Position: Lead, Learning to Scale
Team: Knowledge for Policy (K4P)
Reports to: Director, Knowledge for Policy
Based in: The Hague, Netherlands
Start Date: August 2021
Salary: KF level 16 (EUR 4100 – 5600 gross per month excl. benefits)

ABOUT THE BERNARD VAN LEER FOUNDATION

The Bernard van Leer Foundation is an independent Dutch organisation working worldwide to ensure that all babies and toddlers have a good start in life. We inspire and inform large-scale action that improves the health and wellbeing of young children – especially the most vulnerable – and the people who care for them.

Our current strategy focuses on three key investment areas, which are as follows:

1. **Parents+**: Combining coaching for parents and other caregivers with services that meet families’ basic needs.
2. **Urban95**: Incorporating a focus on babies and toddlers into the planning, design and management of cities.
3. **Early Years Thought Leadership**: Sharing inspirational and proven ideas, creating connections and building a network of champions for the early years.

Geographically, we currently focus on five portfolio countries chosen for their economic, geographic, and cultural diversity: Brazil, India, Israel, Jordan and the Netherlands. We have also launched initiatives to replicate our learnings and improve support for those who are forcibly displaced across the Middle East, Europe, and Latin America.

THE POSITION

Core to our impact is capturing, evaluating, and sharing what we learn about effectively scaling early childhood development programmes and building a network of committed leaders that advocate for the early years. To document our work and share our learnings, the Bernard van Leer Foundation is looking for a sharp, organized and a curiosity driven expert to join our team as the Lead, Learning to Scale.

The Lead, Learning to Scale will work closely with the Knowledge for Policy Director and the Management Team to help create and strengthen a culture of data and MEL (Monitoring Evaluation and Learning). This role will provide technical support to our staff and partners on MEL practices.
This position will also support tasks related to strategic analysis, developing quarterly board reports, and managing strategic partnerships and projects related to learning and thought leadership.

**PRINCIPAL RESPONSIBILITIES AND TASKS**

**Learning and documentation**
- Co-ordinate and manage projects with external partners to document, learn from and evaluate scaling and early years thought leadership partnerships.
- Work closely with our Communications Team to support the translation of key research learnings into communication products (i.e., storytelling videos, etc.) that can be shared with diverse audiences.
- Promote and organize opportunities to document and digest learnings across Programme and Knowledge for Policy teams.

**Monitoring and evaluation support**
- Lead the adoption of internal monitoring, evaluation, and performance processes.
- Help build a culture of evidence-based programme design, management, and monitoring.
- Support the organization to monitor the impact and learnings for current and future strategic goals on scalable programmes and policies, and early years thought leadership.
- Maintain, update, and guide the adoption of the Foundation’s Performance Framework, by supporting data-gathering and monitoring processes for our grantmaking and knowledge partnerships.
- Co-ordinate the development and management of existing and new data dashboards to support management decisions and communications.
- Support and build capacity amongst staff and external partners to monitor and report on the progress of our grants with relation to our performance framework.
- Provide MEL technical assistance to our Programme team and occasionally their partners.
- Organize internal learning opportunities to strengthen capacity on key MEL principles and other topics for Foundation staff.

**Board reporting**
- Work closely with the Management team on strategic analysis and dialogues, and prepare end-to-end production of quarterly board reports.

**Programme support**
- Coordinate the executive education programmes on scaling ECD initiatives, behaviour science and Urban95 with our strategic institutional partners.
- Support ongoing efforts to integrate Parents+, Urban95 and Early Years Thought Leadership goals into our grants.
- Engage in project management and provide strategic contributions to the ongoing work of the Foundation, e.g., contributing to internal and external knowledge exchange and the organization of team building activities.
- Help set up and review best practices for regular data management systems across programmes and initiatives, and support team members to implement it.
- Potentially line manage one report to support with activities on MEL.
PROFESSIONAL CONTACTS

- Inside the Foundation: Knowledge for Policy Director, Impact and Finance Analyst, Knowledge for Policy Team, Programme Team, Operations Team, and Management Team.
- Outside the Foundation: Global partners, grantees, strategic institutions related to learning processes.

QUALIFICATIONS, SKILLS AND COMPETENCIES

Expertise and experience:

- Master’s degree in International Development, Statistics, International Relations, Economics, Business, Social Sciences, Humanities, Psychology, Science, or other field requiring significant research, analysis, and writing.
- 5-8 years of experience related to MEL (Monitoring Evaluation and Learning) and reporting on cross-sectoral programmes, including demonstrated experience in developing and implementing monitoring, evaluation, and learning plans and/or researching protocol on cross-sectoral programmes.
- Familiarity with innovative MEL methods that can be effective with governments with little resources.
- Knowledge of research methods, including qualitative, quantitative, mixed-methods, and impact data collection and analysis.
- Experience or interest in cross-cutting topics and indicators related to our work including Early Childhood Development, health, and urban and place-based metrics.

Communication and management skills:

- Effective communication skills: can extract/synthesize and structure information for different audiences and develop materials to deliver key messages, with strong writing skills in English.
- Excellent project management skills: able to manage multiple projects and meet deadlines.

Personal competencies

- Intellectually curious and driven by a passion for data to understand how social change can happen at scale.
- Interested in the importance of investing in early childhood development.
- An aptitude for transferring knowledge and sharing learnings with partners and team members.
- Cross-cultural competency to engage with different stakeholders in diverse cultural settings.
- Well-developed emotional intelligence, including self-awareness, self-management, and empathy.

Languages:

- Fluency in English.
- Proficiency in other languages used in the Foundation’s programmes is a plus: Arabic, Dutch, French, Hebrew, Hindi, Portuguese and Spanish.
Organizational competencies:
- Teamwork
- Learning ability
- Result oriented

Job specific competencies:
- Planning and organizing
- Problem analysis
- Organizational sensitivity
- Written communication
- Adaptability

APPLICATION
If you are interested, please follow the instructions on the BeApplied platform, **before 15 July 23:59 hrs**, using the link: [https://app.beapplied.com/apply/xuegdvzmhc](https://app.beapplied.com/apply/xuegdvzmhc).
You will be asked to submit 250-word answers in English to 4 questions related to the work of this role. This position will be open to international candidates as well.

If you have any questions about the role or the application process, please contact Agnes Buis, Human Resources Officer at agnes.buis@bvleerf.nl.