



THE INTERNATIONAL
LEGAL FOUNDATION

Job Announcement
Program Officer – Monitoring and Evaluation

Reports to: Senior Program Director
Last updated: December 11, 2023

The ILF is seeking a dynamic, team-oriented professional to play a substantial role in the development and implementation of the ILF's monitoring and evaluation system, in particular our efforts to measure the quality of legal aid services and their impact. This position provides an opportunity for individuals with experience in M&E, statistics, data analysis, social science research, and project management to advance in their career and actively contribute to the fight for equity and social justice.

The program officer for monitoring and evaluation will support our diverse global team—with a focus on the ILF country offices in the Middle East and North Africa (MENA)—to design and implement measurable program outcome frameworks and conduct data driven analysis of the impact of the ILF's legal aid services and other activities. The program officer will develop monitoring, evaluation, and learning frameworks, tools, and systems to meaningfully measure, strengthen, and communicate the impact of the ILF's work and work closely with program staff around the world to implement M&E systems. They will also provide guidance, training, technical assistance, and strategic oversight to all M&E activities. The program officer will also contribute to developing and carrying out plans for the expansion and scalability of the ILF's work in this area. In particular, the program officer will support an exciting new project aimed at measuring the impact of prompt access to high-quality and well-resourced legal aid lawyers in reducing pretrial detention rates, with the goal of increasing access to legal aid services.

This position is intended to be based out of the ILF's New York office in Midtown Manhattan, but both hybrid and completely remote opportunities are available. The salary range for this position is \$60,000 to \$75,000. The ILF considers factors such as (but not limited to) scope and responsibilities of the position, candidate's work experience, education/training, key skills, internal peer equity, as well as market and organizational considerations when extending an offer. The ILF offers comprehensive benefits including health insurance and a 403(b) retirement plan.

Established as a not-for-profit organization in 2001, the ILF is the leading global advocate for the right to counsel. Our mission is to make justice a reality for poor people by fighting to guarantee high-quality legal representation for everyone arrested or detained. Around the world, we provide criminal defense services and build sustainable, effective legal aid institutions. Headquartered in New York City, the ILF has legal aid programs in Afghanistan, the Republic of Georgia, Indonesia, Myanmar, Nepal, Palestine, and Tunisia, and advises many more countries around the world. To date, ILF lawyers have represented more than 80,000 people suspected or accused of criminal offenses and trained thousands of legal aid lawyers to provide quality legal aid services. The ILF also performs high-level advocacy, pushing countries, international institutions, and donors to prioritize legal aid as a fundamental human right and a crucial global development issue. Our work prevents torture and mistreatment, promotes alternatives to detention, and builds fair and effective justice systems. For more information, visit www.theilf.org.

Key Responsibilities:

- Works with ILF program staff to support program design and develop monitoring and evaluation frameworks and systems, processes, standards and tools which track and analyze outcomes and results, including those related to delivery and impact of quality legal aid.
- Provides thought leadership in developing and implementing effective and innovative strategies and tools for monitoring and evaluating programs and activities.
- Participates in the development and refinement of theories of change for the ILF's objectives and program activities, ensuring that all M&E activities align with those theories.
- Works with program staff to identify, recommend and implement tools and technologies to effectively collect, monitor and evaluate data, consistent with strategies and program capacity.
- Works with program staff and partners to develop and implement strategies for substantively engaging individuals who are justice-involved in program evaluation.
- Works with program staff to track the performance of program activities against expected results using qualitative and quantitative methods, and to analyze the outcomes and impact of programs.
- Makes data-driven recommendations for growth and improvement and works with program staff and partners to ensure that outcomes and lessons learned are integrated into program design.
- Identifies capacity building needs and provides training, technical assistance, and coaching to program staff and partners to effectively carry out monitoring and evaluation.
- Works with program staff to ensure collection of necessary data for donors and timely and accurate reporting of M&E results following donor requirements.
- Works with program staff and communications and advocacy team to use M&E results to effectively communicate the impact of ILF programming, and to help advance the ILF's mission to ensure that everyone arrested or detained has access to high-quality legal representation.
- In collaboration with the program team, produce high-quality reports on program results and impact for internal and external audiences including ILF leadership and board members.
- Provides support for proposal development, including contributing to M&E components of grant proposals, concept notes, or other applications for funding.
- Stays up to date on current practices in M&E and participates in relevant external forums.

Qualifications:

- Degree in social sciences, international development, economics, statistics, demographics, public policy, data management, or related field. Significant professional experience in monitoring and evaluation may substitute for advanced degree.
- Minimum of 3 years of experience in a monitoring and evaluation role responsible for designing and implementing M&E activities, ideally in the justice sector.
- Proven success in designing, implementing, and operating project M&E systems from program/project design to closeout stages.
- Knowledge of evaluation methodologies and experience with qualitative, quantitative and mixed methods. Experience with or interest in participatory evaluation methods.
- Experience with training or capacity building related to M&E highly preferred.
- Demonstrated ability to work collaboratively with a variety of diverse stakeholders.
- Working knowledge of Microsoft Office Suites (such as Teams, Excel, etc.).
- Ability to work collaboratively and multi-task, managing numerous priorities and emerging opportunities, and working with a sense of urgency in a dynamic, fast-paced environment.
- Excellent organizational skills with ability to work on multiple projects in a deadline-oriented

environment. Ability to prioritize tasks and to delegate as appropriate.

- Excellent written and oral communication skills.
- Ability to work effectively with people of diverse backgrounds, lived experiences, and communication styles.
- Committed to prioritizing diversity, equity, and inclusion as well as embracing transparency and authenticity in daily work life.
- A belief in the mission of the International Legal Foundation and a demonstrated commitment to human rights, social justice and criminal justice reform;
- Excellent knowledge of French or Arabic is a plus

Kindly submit your resume, a thoughtful cover letter (including how your life experience would add to this position), and a writing sample to jobs@theilf.org by **January 31, 2024**. No telephone inquiries please. Only candidates selected for an interview will be contacted.

Antiracism, diversity, and equity are critical to our organizational values and to the ILF's mission to secure equal access to justice for all. Our success is dependent upon providing the space, resources, and support that allow our global team to bring their full selves to work, and to thrive. The ILF is an equal opportunity employer. We practice inclusive hiring and work to achieve and maintain diversity across races, genders, sexualities, abilities, and experiences. We strongly encourage candidates of all identities to apply. System-impacted people (i.e. people with past involvement with the criminal justice system, directly or through family) are also strongly encouraged to apply.