

## Monitoring & Evaluation Officer- Humanitarian Capacity Development Centre (HCDC)

### 1. Job Environment

#### Position Information:

**Department/Division:** Monitoring Evaluation and Research (MER)

**Position:** 1

**Placement:** Head Office

**Donor:** IPPF

**Project Duration:** 1<sup>st</sup> August 2020 to 30<sup>th</sup> January 2022

**Position Status:** Contractual Agreement

**Travel Requirement:** About 20 % time

#### Reporting Lines:

##### Report To:

Program Coordinator (PC) HCDC through Director MER

**Directly Supervise:** None

**Work With:** Staff of Rahnuma FPAP HO and selected Member Associations (MAs)

### 2. Job Objective

Responsible for designing, implementation and follow up of data management and feedback mechanisms and formulation and execution of monitoring and evaluation framework and other related documents as per requirement of Rahnuma FPAP.

### 3. Functions of the Position

1. Propose and lead all M&E initiatives for HCDC.
2. Carry out meticulous tracking of progress of program activities.
3. Monitor Key Performance Indicators (KPI) throughout duration of the program.
4. Communicate feedback on monthly performance against KPIs to higher-ups for their information, action taken and follow-up for improvement in program implementation.
5. Propose tools and strategies for improvement in M&E related activities. Train and carry out refresher sessions; if needed, on mechanisms for properly documenting, organizing and capturing program progress.
6. Ensure timely data collection from MAs and producing analytical reports. Finalize reports after incorporating input from senior staff at HCDC.
7. Perform capacity development and need based monitoring visits to MAs; whenever assigned by PC for data verification and validation of reported activities by MAs to ensure high quality of reported data.
8. Keep abreast of developments in grant/program changes and progress in order to propose tools and strategies to revisit in order to increase program performances and quality of final deliverables.
9. Support PC in learning and knowledge sharing across MAs, identifying opportunities for collaboration, sharing of resources, and leveraging relationships.
10. Support PC in rolling out operational research studies by MAs to generate evidence to identify priorities and key gaps during implementation of humanitarian services.
11. Assist PC in development and mainstreaming of service delivery curriculum in crises situation by drafting TORs for the consultancy and assisting while coordinating with MAs.
12. Support PC in development of IPPF page on mainstreaming humanitarian data exchange portal to be used by internal and external partners.
13. Support PC in producing draft TORs of all consultancy assignments and further processing of hiring of Consultants.

**Special Condition:**

R-FPAP is committed to safeguarding and promoting the welfare of children and young people and expects all staff to demonstrate the willingness to sign and the adhere to the IPPF's Code of Conduct and Safeguarding Policies

Rahnuma-FPAP staff must ensure compliance with appropriate safeguarding policies that reflect the standards and commitments in R-FPAP's safeguarding. These include Children & Vulnerable Adults Policy, Code of Conduct, Respect At Work Policy and Raising A Concern Policy from time to time, as well as the relevant local statutory provisions relating to safeguarding children and vulnerable adults'.

Prior to an appointment being confirmed completed background check including three verifies references, Police Check; Identity; Qualifications and experience check.

**4. Person Specification****Education/Qualification and Experience:**

- Masters in Statistics, Social Sciences or any other equivalent and relevant degree.
- Minimum 05 years' experience at managerial and decision making position in M&E.
- Have excellent data analysis and report writing skills.
- Have experience of working in collaboration with program implementation staff.
- Experience of working in development sector preferably in an organization working on healthcare related themes, such as sexual and reproductive health including family planning.
- Have some experience of working with external consultants.
- Have some experience of conducting research studies
- Knowledge of participatory approaches to monitoring and evaluation, accountability and feedback mechanism.

**Skills and Attributes:****Skills:**

- Familiar with holding program evaluations and assessments.
- Familiar with one or more of the following thematic areas: Humanitarian works, Sexual and Reproductive Health including Family Planning, Youth Engagement, Poverty and Marginalized Population issues, Risk Reduction, Risk Management, etc.
- Familiar with a wide range of M&E methods, techniques and tools.
- Familiar with concepts of theory of change, logical framework analysis etc.
- Understand concepts like as performance based results, value for money, etc.
- Have clarity on different types of data including different tools and techniques used for its collection analysis and presentation.

**Attributes:**

- Ability to define problems, develop data bases, collect data, establish facts, and draw valid conclusions and report thereon.
- Open to take up challenging tasks and work under tight deadlines.
- Ability to think out-of-box/ creative thinking.
- Energetic, enthusiastic and passionate learner and contributor.

**Note:** This job description defines the broad accountabilities of this position which may change based on organisational need. Please refer to divisional, team and individual work plans/targets for more specific details.