

Manager Monitoring Evaluation & Research- Core Program

1. Job Environment

Position Information:**Reporting Lines:**

MER Officer,
Program Associate- MER section

Department/Division: Monitoring Evaluation and Research**Position:** 1**Placement:** Head Office, Lahore**Donor:** IPPF- Core**Duration of Agreement:** May 2021- Jan 2022**Position Status:** Temporary; with a possibility of extension.**Report To:**

Director MER

2. Job Objective

- To design, implement and follow up monitoring and evaluation activities of core program and other donor projects.
- To design, execute and report research studies including thematic researches and project specific assessments and evaluations.
- To search and carry out literature review of Sexual and Reproductive Health (SRH) and Family Planning (FP) related materials including research publications, survey reports, policies, guidelines etc.

3. Functions of the Position

- Design, implement and report monitoring and evaluation activities.
- Design and implement research studies under the guidance of Director MER.
- Coordinate with different departments and sections while designing and implementing research studies.
- Carry out detailed data analysis and produce analytical reports.
- Critically review and share feedback on baseline, mid-term and end line reports.
- Track data quality and progress of activities.
- Perform field visits for data verification and validation to ensure high quality of reported data.
- Collect feedback from field staff, Program Management staff, Regional Office staff and direct and indirect beneficiaries of Rahnuma FPAP services.
- Propose tools and strategies on the basis of analytical reports that can help to improve performance of core program and other donor projects.
- Support learning and knowledge sharing initiatives of MER section.
- Contribute in development key performance indicators and logical framework analysis (LFA).
- Contribute in producing policies, procedures and strategic documents of the organization.
- Represent organization at different forums marked by the organization.
- Perform any other task assigned by Director MER and other senior management staff.

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 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. Interaction	
Within the organization	Outside the organization
Head Office Staff Regional Offices Staff Program Management Offices Staff	IPPF and other donor organizations Partner organizations Government of Pakistan Other stakeholders Direct and Indirect Beneficiaries of services delivered

5. Competencies			
<u>Interpersonal Skill</u>	<u>Leadership Skills</u>	<u>Management Skills</u>	<u>Technical Skills</u>
Presentation Communication Commitment Loyalty Regular Punctual	Team building Conflict handling Decision making Motivational	Planning Time Management Coordination Innovative	Report writing Analytical Critical and investigative Logical Methodical

6.Desired Profile of Incumbent Person Specification	
1.Education/Qualification and Experience	2. Skills and Attributes:
<ul style="list-style-type: none"> • Master in Public Health, Statistics, Social Sciences or any other 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 in imparting trainings on data recording and reporting. • Have experience about the developing monitoring and evaluation tools and techniques. • Experience of working in development sector preferably in an organization working on healthcare matters. 	<p>Skills:</p> <ul style="list-style-type: none"> • Familiarity with a wide range of M&E methods and experience of developing/ using theories of change • Proven experience of developing Monitoring, Evaluation and Learning frameworks • Familiarity with one or more of the following thematic areas: Sexual and reproductive health including family planning, Youth Engagement, Poverty and marginalized population issues etc. • Familiarity with current thinking / debates on effectiveness / results, value for money, evaluation and impact assessment in international development. <p>Attributes:</p> <ul style="list-style-type: none"> • Basic knowledge and experience of designing and implementing research studies. • Experience of participatory approaches to monitoring and evaluation, and understanding of beneficiary accountability/feedback mechanism • Ability to define problems, collect data, establishes facts, and draw valid conclusions and reporting thereon.