

JOB PROFILE

Job Title:	Project Monitoring and Evaluation (M&E) Officer
Job Group:	Country Programme Support
Duty Station:	Cotabato, Philippines
Admin Line Manager:	Gender Advisor/Project Coordinator
Technical Line Manager:	M&E

JOB PURPOSE:

The M&E Officer will report to Gender Advisor/Project Coordinator. S/he will be responsible in all data collection, analysis, knowledge sharing and learning activities to help ensure accountability, efficiency, and full-cycle monitoring and evaluation of the UNFPA Project. The Project M&E Officer will work closely with Program staff of UNFPA project to assess field conditions, support capacity building initiatives, and facilitate the collection of impact data. S/he will provide technical field support to the Field Teams in monitoring and evaluation activities. Additionally, s/he will support, as need be, on grants writing, follow up of program expenses and indicators, implementation of processes, standard operating procedures.

KEY RESPONSIBILITIES:

A. Duties and Responsibilities

- Ensure of M&E systems, tools, plans, and reporting requirements are applied and used
- Conducts regular monitoring visits and assessments to project sites provide feedback results and recommendations from monitoring and evaluation activities; Provide quality assurance in monitoring based on required standards;
- Contribute to updating guidelines based on feedback from partner staff and beneficiaries
- Roll out reporting templates and monitoring tools that facilitate the gathering, analysis and interpretation, and use of information in the project.
- To assist the Project Coordinator and M&E Officer in the preparation and implementation of reviews, both quarterly and annually, as part of the country office M&E requirement
- Collects all means of verification (MOVs in all UNFPA activities) per activity on the operational plan/upgrading plan/ development plan.
- Feedback processed/analyzed data regularly to project staff, partners, and other stakeholders.
- To assist in capacity assessment, identify learning needs of project staff, and facilitate capacity building of project staff and partners in monitoring, reporting, and accountability, and other M&E-related activities and/or coaching and sessions.

- To coordinate and support learning events and monitor their effectiveness; to capture lessons learned, best practices developed and success stories, draft case studies, including in the drafting minutes of meetings relating to M&E issues and contribute to the learning platform.
- Provide guidance and support in monitoring and evaluating gender equality, governance, and environment protection results throughout project implementation of UNFPA.
- Manage the database and other data tools; ensure the quality of high-value data for accuracy and consistency; consolidate information on a regular schedule to support analysis; Update information products such as reports and database.
- Ensure data collection, analysis and use are managed appropriately and to the required standards of UNFPA.
- Perform any other related tasks as required and agreed.

B. Duties Applicable to All Staff

- Actively work towards the achievement of the goals and mandate of Nonviolent Peaceforce.
- Abide by and work in accordance with Nonviolent Peaceforce values and principles.
- Perform any other work-related duties and responsibilities that may be assigned by the line manager.

QUALIFICATIONS REQUIREMENTS

A. Education

- Bachelor's Degree in social sciences, Administration, Information Management, Project Management, or other relevant academic background (essential), Master's Degree (desirable)

B. Experience

- Minimum of 2-3 years previous experiences Monitoring and Evaluation project in development/non-governmental organisations (essential)
- Experience in designing, implementing, and operating project M&E systems from start to end of project.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management and developing M&E and performance monitoring plans.
- Experience in facilitating and serving as focal person for externally-managed evaluations.
- Knowledge of major evaluation methodologies (ex. Quantitative, qualitative, mixed-method, and impact) and data collection and analysis methodologies.

C. Skills and Competencies

- Good computer application skills and proficiency in Windows packages such as Words, Excel, Power Points, online research and other relevant quantitative analysis software
- Strong knowledge of programme implementation cycle (i.e. development, implementation, results-based management and reporting)
- Good understanding and experience regarding gender and/or gender mainstreaming



- Able to design M&E tools, surveys and evaluations
- Demonstrated ability to train and build capacity of others
- Able to work independently with a minimum supervision.
- Able to work under time pressure and meet deadlines
- Able to work in diversified environments
- Strong interpersonal skills
- Proficiency in English language
- Excellent analytical and problem-solving skills

HOW TO APPLY:

- Candidates meeting the above requirements are requested to visit our website <https://nonviolentpeaceforce.org/about/work-with-us> to download and complete the **NP Application** to accompany your **CV** (max. 2 pages) and **cover letter** (max. 1 page). Incomplete applications will not be considered.
- Please state in the subject line of the email: **“Project Monitoring and Evaluation (M&E) Officer”**
- The closing date for applications is **Saturday, 15 May 2021**
- As part of the recruitment process, shortlisted candidates may be asked to complete a written assignment and if successful, participate in an interview process.

SPECIAL NOTICE:

Nonviolent Peaceforce is committed to achieving 50/50 gender balance in its staff at all levels. Female candidates are strongly encouraged to apply for this position. However, all qualified applicants regardless of their gender, race, disability, sexual orientation, or age, will be considered for this opportunity.

Nonviolent Peaceforce acknowledges the duty of care to safeguard and promote the welfare of employees, contractors, volunteers, interns, beneficiaries and other stakeholders and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice in the Humanitarian and Development sector.