



JOB PROFILE

Job Title:	Monitoring and Evaluation (M&E) Project Officer
Job Group:	Country Programme Support
Duty Station:	Cotabato, Philippines
Line Manager:	Program Development Manager

JOB PURPOSE:

The M&E Officer will report to Programs Development Manager. S/he will be responsible in all data collection, analysis, and learning activities to help ensure accountability and efficiency from start to finish for all programs and projects of NPP. The M&E Officer will work closely with Program teams 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:

1. Grants and Program Management Support

- Support all M&E initiatives for assigned grant(s)/project(s) including monitoring data quality, tracking the progress of activities, and contributing to staff capacity building initiatives as necessary.

2. System Development

- Reviewing the performance of existing management information systems to help identify potential modifications
- Develop and revise tools for data collection procedures (e.g. logical framework, project performance tracking, indicators, data flow chart, M&E manuals).
- Develop and create a framework and procedures for the monitoring and evaluation of project activities.
- Define and design instruments for measuring key project performance indicators (KPI), Objectively verifiable Indicator (OVI) and outcome as well as monitoring them throughout the duration of the assigned projects.
- Assist in conducting project information to program and support staff when bids are prepared and won, clarifying the grey areas of the activities and ensuring common understanding that will ensure independent performance of the projects by budget holders.
- Support project/program staff on ways to properly document, organize and capture program progress.

3. Data Management and Analysis

- Keep abreast of developments in grant/program changes and progress in order to advise and recommend tools and strategies to increase program performances and results.
- Suggest ways to facilitate data collection and the flow of data within Program field teams.
- Identify strengths and weaknesses in existing data collection and management systems and propose solutions.
- Perform regular field visits to ensure the quality of data collected by Programs and to verify the accuracy of reported data.
- Analyze changes and patterns in KPI indicator data and performance reports in order to support Program Manager
- Support the Program Manager to ensure that donor, partner, and Senior Management data queries are addressed in an accurate and timely manner
- Take lead in all program and project evaluations

4. Communication and Reporting

- Support Program Manager and Program Development Manager in reviewing donor reports to ensure high quality reports are submitted on time for this grant/program.
- Assist Program Manager and Program Development Manager in establishing log frames, M&E work plans, and targets during the drafting donor project proposals as well as throughout project implementation.
- Review and analyze weekly reports with the Deputy Program Manager to identify the causes of potential bottlenecks in project implementation and to enhance quality of reporting.

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

Education

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

Experience

- Minimum of 5 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.

Skills and Competencies

- Good computer application skills and proficiency in Windows packages such as Words, Excel, Power Points 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;