



## **Vacancy Notice No. IC/2021- 013**

### **Terms of Reference**

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| <b>Assignment Title:</b>                     | <b>National Consultant as Programme Assistant for M&amp;E under Women and Girls First (WGF) programme</b> |
| <b>Duration of Consultancy Assignment:</b>   | <b>6 Months</b>   |
| <b>Duty Station:</b>                         | <b>Yangon with occasional travel</b>  |
| <b>Closing Date for Application:</b>         | <b>13 October 2021 (5 pm Yangon Time)</b>   |
| <b>Expected Starting date of Assignment:</b> | <b>November 2021 (as soon as possible)</b>  |

#### **1. PURPOSE OF CONSULTANCY**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

UNFPA's Fourth Country Programme Document (2018-2022) for Myanmar was approved by the Executive Board in September 2017. The Programme focuses on three key areas of intervention 1) sexual and reproductive health and rights (SRHR), 2) gender equality and women's empowerment and 3) population dynamics. Youth and adolescents as well as gender equality and related human rights, are mainstreamed throughout the programme. UNFPA has partnerships with diverse stakeholders, including UN agencies, international and national/local NGOs, civil society organizations (CSOs), foundations and research institutions. UNFPA has a presence in a number of priority states/regions, integrating development, peace building and humanitarian spectrums.

Women and Girls First programme (WGF) is one of the major multi-year multidonor programme that UNFPA Myanmar currently manages. Under WGF, UNFPA is committed to leading the international community and supporting national stakeholders in addressing gaps in gender equality, improving sexual and reproductive health (SRH) services, responding to and preventing gender based violence (GBV), including mental health and psychosocial support (MHPSS) and integrating gender equality and women's rights perspectives into national policies, development frameworks and laws. WGF target areas include Rakhine, Kachin, Kayin, Kayah, Mon and Shan states.



The consultant M&E assistant will facilitate the delivery of WGF Phase II Programme by supporting in information management, result-based monitoring, and evaluation, assisting in developing appropriate tools and systems, supporting implementing partners, and field monitoring. He/she ensures and guides the appropriate application of systems and procedures and develops enhancements if necessary. S/he will support the development of monitoring tools together with M&E analyst to ensure that the indicators and measures incorporated in the results framework of the WGF are tracked, analyzed and evaluated.

## **2. SUPERVISION AND WORKING ARRANGEMENT**

The consultant will be direct reporting to M&E Analyst and overall supervision to Programme Manager, Women and Girls First (WGF).

## **3. SCOPE OF WORK AND EXPECTED DELIVERABLES**

The Consultant will be responsible for the following duties and in consultation with the M&E Analyst, will determine the prioritization of activities:

- Perform Information management including but not limited to data consolidation, clarification and analysis of consolidated data of the Women and Girls First (WGF) Programme including SRHR, GBV and MHPSS data in timely manner
- Review data and liaise with focal persons to ensure data quality assurance, by performing data validation, consistency by performing cross-checked data matrix and workplan progress report as periodic basis and/or bilateral discussion with implementing partners(IPs) for clarification
- Assist in preparing analysis dashboard and support in utilization of dashboard to the programme staffs for effective use of evidencebased information for result-based management
- Ensure results-based reporting and provide technical comments on quarterly data matrix, work plan progress reports, participation in monitoring meetings and field visits;
- Assist in the development / update of SRHR, GBV, MHPSS indicators to make sure all implementing partners' work plan indicators contribute to WGF results framework during IPs work plan development and revision.
- Assist in ongoing support in the gathering and analysis of SRHR, GBV, MHPSS indicators and development of periodical reports.
- Assist in updating M&E reporting template in coordination with IPs for disability data integration in M&E reporting



- Assist in facilitation on additional capacity building training and to provide on-job training to IPs on M&E reporting tools and data quality.
- Prepare M&E plans for each IPs, regular update on programme implementation areas, service mapping, 3Ws, and other information as periodically.
- Assist in strengthening field monitoring tools for SRHR, GBV, MHPSS, data collection methods to ensure field monitoring tools are practical and well tested before using either through field monitoring visits or remote technical support
- Support in development and implementation of remote monitoring tools for all WGF IPs'
- Assist in preparation and development of project documents including proposal and different donors reporting
- Collect qualitative information such as most significant change, human interest stories from IPs to generate information on good practices related to programme implementation and knowledge management.
- Coordinate/liaise with the Country Office M&E unit

#### **4. DURATION AND WORKING SCHEDULE**

The consultant will be engaged for 6 months on a full time basis from November 2021 to April 2022. Duty station of the consultant is in UNFPA Yangon office. The consultant is expected to come to office every working day. However, when work at home is advised, s/he will follow the same.

#### **5. MONITORING AND PROGRESS CONTROL**

The consultant will have regular meetings with the direct supervisor and other members of the WGF team. A timesheet and monthly report will be submitted at the end of each month.

#### **Terms of Payment**

The consultant will work on a full-time schedule and remunerated on a monthly basis upon submission of Certification of payment (COP), monthly report and a tracking sheet.

#### **6. QUALIFICATIONS AND EXPERIENCE**

##### **Education:**

- University degree in social sciences, or Public Health and/or other related social science field, evaluation, survey implementation, advanced statistical research.



## Knowledge and Experience

- Up to 4 years of professional experience in a related field and/ or research
- Experience in information management, database development, usage and management;
- Experience with data and measures on gender and gender based violence highly desirable
- Demonstrated capacity to analyse data/statistics for humanitarian operations;
- Excellent Computer skills: MS Word, Advance Excel, including in depth knowledge of pivot table/chart analysis; Google data studio, Google Applications, KoBo Data Collection
- Demonstrated organizational skills, has the ability to work independently and productively, with multiple stakeholders in a fast-paced environment;
- Flexible work attitude, has the ability to work productively in a team environment and independently, and to handle requests or issues as they arise;
- Demonstrated understanding of issues related to confidentiality, data safety and other ethical.

## Languages

- Good communication skills and fluency in English language is required.

## HOW TO APPLY

Applicants with the required qualifications and experience should submit the application with the UN P11 form (<https://myanmar.unfpa.org/vacancies/un-p11-personal-history-form>), completed and signed by the applicant along with the education certificates and the names and contact information of three references.

Applications should be addressed to:

Email: [hr.myanmar@unfpa.org](mailto:hr.myanmar@unfpa.org)

Attention: International Operations Manager,  
Room A07, UNFPA, No.6, Natmauk Road, Yangon

## Note:

UNFPA reserves the right to offer comparable assignment to those qualified candidates that may not have been selected for this consultancy assignment which they applied for. These offers will be based on the needs of the organization, appropriateness and relevance to the candidate's educational backgrounds and work experience. Only those candidates in whose qualifications and experience the Office has further interest will be contacted for subsequent interviews.



- (i) This vacancy is open to applicants of either sex.**
- (ii) There is no application, processing or other fee at any stage of the application process.**
- (iii) UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.**
- (iv) UNFPA regrets its inability to reply individually or to attend to telephone queries on the above advertised post.**