

Preview

National consultant for Monitoring and Evaluation of...

Preview

Internal - Desktop

Language

English (Default)

Job Info

Organization

United Nations Population Fund

Locations

Yangon, Myanmar

Work Locations

United Nations Population Fund

Posting Date

11-Oct-2022

Apply Before

24-Oct-2022 06.30

Posting Visibility

Internal and External

Full or Part Time

Full time

Grade

Vacancy Type

Individual Consultancy

Practice Area

Bureau

Independent office

Contract Duration

8 months

Education & Work Experience

Bachelor's Degree

Other Criteria

Up to 6 years of professional experience in M&E and/ or ...

Required Languages

English

Desired Languages

English and Myanmar

Vacancy Timeline

2 Weeks

Mobility required/no mobility

Job Category

Gender Equality & Human Rights

Job Details

Job Description

Purpose of consultancy:

The purpose of this consultancy is to support UNFPA in monitoring and evaluation of DFAT funded project: "Respond to Emergency Needs of Women and Girls in Myanmar", which has been implemented through different modalities, especially CSO grant modality.

To support CSOs/women's organizations to respond to the immediate protection and health needs of women, girls and other vulnerable populations in crisis context, UNFPA opened a Call for Expression of Interest (EOI) for grants to CSOs/women's organizations and received more than 120 proposals in 2021 and 300 proposals in May 2022. The number of organizations applied indicates significant funding gap from the community based and women's organizations and the emergency needs from vulnerable populations cross country. During 2021 and

2022, UNFPA releases about 30 CSO grants and also plans to strengthen capacity of the CSOs/women's organizations on relevant thematic areas that UNFPA has prioritized such as SRHR, GBV prevention and response, and MHPSS. Other trainings such as M&E, results-based management, proposal/report writing, etc. will be also provided to CSOs to strengthen their capacity in fundraising, project monitoring and management, so they will be capable to further raise funds from other donors to respond to the community needs. A network of CSOs/CBOs and women's organizations across the country has been established for further collaboration/coordination on humanitarian response and support to other vulnerable populations.

In this connection, UNFPA is looking for a national consultant, who has technical expertise on M&E, information management and familiar with UNFPA thematic areas, especially gender and SRHR to support the country office to monitor CSO grant projects and other activities, funded by DFAT as well as strengthen capacity for CSOs on M&E and Result-Based Management

Scope of work:

Under supervision of UNFPA Programme Specialist on Gender, Policy and Advocacy, the consultant will work closely with the M&E Programme Analyst for Women and Girls First Programme and the CSO coordinator and relevant colleagues to contribute to quality assurance of all activities, funded by DFAT, CSO grant implementation projects, and the effective management of UNFPA M&E activities

The following activities will be undertaken:

- Support the preparation of data and information for the periodic progress reports of DFAT funded project and any other relevant UNFPA activities, including analyze and assess the implementation of "Respond to Emergency Needs of Women and Girls in Myanmar" and provides substantive inputs to UNFPA's periodic reports – internal and external.
- Use existing UNFPA M&E systems and tools, and may develop any other necessary tools if required to support CSO partners and programme team to track and monitor expected results of relevant work-plans, funded by DFAT
- Work with other M&E Analysts and M&E expert to plan and develop relevant tools to assess efficiency of CSO grant projects to provide lessons learnt and good practices in applying CSO grant modality for emergency response and increasing the coverage of GBV/SRHR/MHPSS service provision in crisis context -
- Support data collection and data analysis, tracking progress of implementation of relevant Work Plans/activities, funded by DFAT for reporting
- Assist CSO partners to develop SMART indicators of their work-plans and measure the achievement in consistent and credible manner.
- Support CSO Grant Partners to ensure results based monitoring and evaluation of all project activities by providing feedback on progress reports, participation in monitoring meetings and field visits;
- 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
- Facilitate additional training for CSOs and Implementing Partners on M&E tools to strengthen result based reporting, monitoring and evaluation.
- Provide quarterly evaluation of progress made on the indicators as set out in the Results Framework of the "Respond to Emergency Needs of Women and Girls in Myanmar Project" identifies challenges and provides recommendations for improvement;
- Support the documentation of the concerns, suggestions and lessons learnt and good practices, including case stories, demonstrating project impact to improve lives of vulnerable population
- Perform other tasks as may be assigned

Duration and working schedule:

The consultant will work fulltime, expected from 1 st November 2022 to 30th June 2023 with total eight months with possible extension. A monthly work plan will be identified and agreed by the consultant and the supervisor.

Monitoring and progress control, including reporting requirements, periodicity format and deadline:

Under supervision of Programme Specialist on Gender, Policy and Advocacy and guidance of Programme Analyst (M&E) of Women and Girls First Programme, the consultant will work closely with the CSO coordinator and relevant colleagues of UNFPA team to achieve following deliverables:

- working sheet and roadmap to deliver monthly activities mentioned in this TOR with following key deliverables
- Substantive inputs/data timely consolidated and provided to UNFPA's periodic reports – internal and external, including donor mid-term and annual reports
- Data related to indicators and targets of IP AWP/CSO grant WPs, funded by DFAT, 3 collected monthly to monitor the progress of implementation of the relevant WorkPlans/activities for programme improvement and reporting
- Mapping interventions/services, supported by DFAT fund mapped out and updated monthly
- A plan and relevant tools to assess efficiency of CSO grant projects developed and implemented to provide lessons learnt and good practices in applying CSO grant modality for emergency response and increasing the coverage of GBV/SRH service provision in crisis context

- All indicators of Work-plans, Grant Proposals, funded by DFAT, reviewed and revised to ensure the achievements of projects/WP are measurable, consistent and credible.
- M&E plans for each CSO, regular update on programme implementation areas, service mapping, and other information as periodically.
- TA on M&E provided to CSO Grant Partners to ensure results based monitoring and evaluation of all project activities by providing feedback on quarterly progress reports, participation in monitoring meetings and field visits;
- Capacity building/training session for CSOs and Implementing Partners on M&E and Result-Based Management organized to strengthen result based reporting, monitoring and evaluation.
- Key findings and recommendations from M&E activities provided quarterly to programme team to inform progress of achievement/implementation of the "Respond to Emergency Needs of Women and Girls in Myanmar Project"
- All the concerns, suggestions and lessons learnt and good practices, including case stories, demonstrating project impact to improve lives of vulnerable population documented The monthly payment will be made upon the submission of satisfactory monthly report

Supervisory arrangements:

The Consultant will report monthly to UNFPA Programme Specialist on Gender, Policy and Advocacy

Expected travel:

Travel to the field may be expected to meet with relevant stakeholders, monitor activities, attend meetings and events.

Delivery dates and how work will be delivered:

The consultant will be expected to submit monthly reports, including deliverables and activities will be monthly planned by the consultant in consultation with his/her supervisor. In addition, by 30th June 2023, all the deliverables mentioned in this TOR should be completed and included in the final report

Required expertise, qualifications and competencies:

Education

A university degree in Statistics, Population, Demography, or Public Health and/or other related social science field

Knowledge and Experience

- Up to 6 years of professional experience in M&E and/ or research, data analysis and reporting
- 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, Excel, Access and database software, including 4 in depth knowledge of pivot table/chart analysis;
- 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 concern
- Experience in the UN system and knowledge of UN procedures are assets.

Languages

Fluency in reading and writing in Myanmar and in English is required

Payment Schedule:

Payment Schedule: Monthly basis at the end of each month upon submission of Certification of payment (COP), monthly report and a tracking sheet.

Please download P-11 form (<https://myanmar.unfpa.org/en/vacancies/unfpa-p11-personal-history-form>), fill your information, and upload your filled/signed P-11 form to complete your application for this consultancy.

HOW TO APPLY: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information and does not discriminate on the basis of HIV/AIDS status. To apply for the post, please click on the following link: This link is for the external applicants.

https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_2003/job/6250