



National Consultant, Monitoring & Evaluation

12482



Actions

Apply

Job Info

Organization

United Nations Population Fund

Locations

Yangoon, Myanmar

Work Locations

DS - Yangoon, Myanmar

Posting Date

21/07/2023

Apply Before

28/07/2023 06.13

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 7 years of professional experience in a related field and/ or...

Required Languages

English

Desired Languages

English and Myanmar

Vacancy Timeline

1 Week

Mobility required/no mobility

Job Category

Monitoring & Evaluation



Job Details

Job Description

Job Purpose:

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. new strategic plan (2022-2025), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

Fourth Country Programme Document (2018-2023) 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 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 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 Associate will facilitate the delivery of WGF Phase 3 Programme by supporting information management, result-based monitoring and evaluation, assisting in developing appropriate tools and systems, supporting implementing partners, GBVIMS, 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 Phase 3 are tracked, analyzed and evaluated.

Scope of work:

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

Description of services, activities or outputs:

Monitoring, Evaluation and Reporting:

- Contribute to developing and updating the SRHR, GBV, MHPSS indicators to make sure all implementing work plan indicators contribute to WGF results framework during IPs work plan development and revision.
- Provide technical support in development of new humanitarian proposals from M&E perspective and support in the reporting of existing humanitarian funds in timely manner.
- Provide technical support in developing M&E plan for proposals, setting up SMART indicators of CSOs grants under humanitarian funds and to ensure alignment with log frame and other requirements of humanitarian proposals and to strengthen result based reporting.
- Ensure results-based reporting and provide technical support and analysis on quarterly data matrix, workplan progress reports of WGF IPs, sub-grantees and CSOs grants mid-term and final report of humanitarian funds, participation in monitoring meetings and field visits.
- Assist in ongoing support in the gathering and analysis of SRHR, GBV, MHPSS indicators and development of periodical reports.
- 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/sub grantees and CSOs grants.
- Assist in preparation and development of project documents including proposal and different donors reporting not limited to WGF.
- 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.
- Prepare M&E plans for each IPs, regular update on programme implementation areas, service mapping, 3Ws, and other information as periodically.
- Assist in strengthening Accountability to Affected Population (AAP) system at UNFFPA and IPs/sub grantees/ CSO grants implementation and reporting

Information Management:

- Perform Information management including but not limited to data consolidation, clarification and analysis of consolidated data of the Women and Girls First (WGF) Programme, humanitarian response fund including SRHR, GBV and MHPSS data in timely manner.
- Undertake M&E data review and coordinate 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) and CSOs grants under humanitarian fund for clarification/verification.
- Assist in preparing WGF analysis dashboard and support in utilization of dashboard to the programme staffs for effectively using of evidence based information for result-based management and support to facilitate UNFPA Programmatic Monitoring Dashboard.
- Assist in updating M&E reporting template in coordination with IPs/ sub-grantees, and CSOs under humanitarian funds for disability data integration in M&E reporting.
- Support the facilitation of capacity build training and to provide onjob training to IPs/sub grantees under WGF and CSOs under humanitarian funds on M&E reporting tools and data quality.
- Support for information management of commodity tracking system to humanitarian team.
- Participating in the development of systems for the reporting recording, consolidating and analysis of GBVIMS data.
- Assist in analysis of to the quarterly national GBVIMS Task Force Team and work closely with M&E Analyst to support the National and Sub- National Task Force in data collection, collation, analysis and generating quarterly and annual GBVIMS statistics figures.
- Support to the data gathering organizations (INGO, NGO, CSO/CBO) to use the GBVIMS through assessment, technical support, training, quality assurance and in time reporting.

Duration and working schedule:

8-Months , Full Time basis.

Education:

First 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 7 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 analyze 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.
- Experience of working in a consortium or with several partners is an asset

Languages:

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

Payment Schedule:

Monthly basis at the end of each month upon submission of Certification of payment (COP), monthly report and a tracking sheet, based on the prior discussion with the supervisor and established in the work plan.

Disclaimer:

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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 internal applicants.

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