THE COLOMBO PLAN

Vacancy for the Post of **Monitoring and Evaluation Manager (Colombo Based)**

(COLOMBO PLAN GENDER AFFAIRS PROGRAMME)

FIXED TERM CONTRACT

The Colombo Plan for Cooperative Economic and Social Development in Asia and the Pacific, which has its headquarters in Colombo, Sri Lanka, is an inter-governmental organization with a membership of 27 countries in the Asia-Pacific region. Applications are hereby invited from qualified and experienced International and local personnel for the above post based in Colombo, which meet the required criteria:

**Background of the Colombo Plan Gender Affairs Programme:**

The Colombo Plan Gender Affairs Programme (CPGAP) will focus on women and children's rights, issues and development across the member countries and specifically through two projects in Afghanistan. The **Monitoring and Evaluation Manager** –reports to the Director – CPGAP and assists to implement activities, especially on all Monitoring and Evaluation (M&E) data under the Project Monitoring Plan (PMP) and Data Collection Template (DCT) of the CPGAP programmes and Afghanistan Women Shelter Fund (AWSF) project and Afghanistan Children Support Center Fund (ACSCF) Project.  The **Monitoring and Evaluation Manager** will be responsible for and serves as the focal point for managing all M&E aspects in the project and monitoring Datasets, Data tracking and Data Analysis in the Programme based on the PMP and DCT.

**Job Duties/Main Responsibilities**

- Support the Director by leading design and implementation of the M&E plan.

- Develop and ensure application of effective data collection, tracking, and reporting to monitor activity outputs and program quality.

- Oversee the design and development of monitoring and evaluation (M&E) tools and templates.

- Implement primary data collection efforts based on project needs, including site visits to complete surveys or assessment and cooperation with local consultants or firms.

- Provide technical support on M&E data analysis and prepare all required donor and stakeholder data reports, templates and monitor M&E plans based on the project PMP and Data Collection Template (supported by Tableau software).

- Supervise M&E team in Afghanistan that works with M&E specialists in Colombo.

- Train and mentor project staff and Implementing Partners in the use of M&E methods and data collection tools.

- Efficiently track, analyze, report, and update objectives, activities, indicators, and results over the life of the project to be consistent with the work plan.

- Responsible for data cleaning and data analysis, data aggregation and periodic review and verification of the data, and reporting of data to internal and external stakeholders, such as to produce descriptive statistics on output and outcome data.

- Conduct data validation exercises, including site visits and document reviews, to ensure that implementers' reporting is accurate and credible.(this may include visits to the Kabul office)

- Create data presentations, charts, graphs, interactive reports and factsheets from the Data Collection Template.

- Monthly and Quarterly data review, preparation and submission of output data on all project-related activities through the DCT.

- Develop partner and staff capacity on M&E, reporting and data collection (through workshops in Kabul and regular support with the team)

**Competencies:**

➢ Promotes the vision, mission and strategic goals of the Colombo Plan.

➢ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

➢ Effective and efficient data gathering knowledge and data analytical skills, especially with Tableau Software and Excel based packages.

➢ Fully proficient computer and math skills and high attention to detail.

➢ Proactive and able to work to strict deadlines.

➢ Excellent interpersonal skills, proven networking, team-building, decision-making, organizational and written and spoken communication skills.

**Qualification and Experience:**

➢ Master's degree required in monitoring and evaluation, education, demography, social science, economics, or relevant discipline. Significant study in the higher education field, international development and/or complexity aware program monitoring and evaluation.

➢ At least 10 years of experience related to monitoring, evaluating and reporting on programs related to higher education, workforce development or education.

➢ Experience in design and implementation of M&E systems for USG-funded projects

➢ Strong background or formal training in evaluating international development programs such as but not limited to basic education, higher education or workforce development.

➢ Strong quantitative and analytical skills and ability to articulate technical information clearly and effectively to both technical and non-technical audiences

➢ Demonstrated expertise in rigorous quantitative and qualitative research and analytical methods

➢ Excellent report writing, analytical, and communication skills, including oral presentation skills

➢ Demonstrated statistical analysis skills and use of relevant software (SAS, SPSS, Epi Info, Atlas)


**This appointment will be for a fixed term of One (01) year and dependent on the funding of donor agencies.**

**Applications (CV and Cover letter) should be sent via email on or before 10 April 2019 to vacancy@colomboplan.org**

**The email title should clearly mention: Monitoring and Evaluation Manager**

Only short-listed candidates will be contacted for the interview.