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:

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 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 projects and monitoring Datasets, Data tracking and Data Analysis in the Programme.

Job Duties/Main Responsibilities

- Support the Director by leading design and implementation of all M&E systems including any potential new projects that may be funded in any of the CP member states.
- Develop and ensure application of effective data collection, tracking, and reporting in collaboration with CP country offices to monitor outputs and evaluate program outcomes.
- Oversee the design, development, and implementation of monitoring and evaluation (M&E) tools, data collection templates including the delivery of all related M&E trainings in CP country offices to CP country staff as well as M&E Officers representing the Implementing Partners.
- Design and use data quality assurance systems to support M&E data systems, including data cleaning, in collaboration with CP country office staff who will complete site visits.
- Procure short-term M&E technical expertise to complement existing M&E systems such as the development of M&E measurement tools for specific M&E Indicators.
- Provide technical support on M&E data analysis including proposed remedial actions when Indicators do not achieve their Targets including regular follow-up on those actions. This could also include Target estimation for M&E Indicators in collaboration with donors and Implementing Partners.
- Prepare and send all required donor data reports, templates, including DevResults.
• Supervise and coordinate M&E CP country office teams to ensure M&E systems are functioning effectively for CP and donor senior management.
• Supervise the CP Colombo National M&E Officer in the completion of their duties that support the responsibilities of the M&E Manager.
• Train and mentor Implementing Partner M&E staff in the use of M&E methods and data collection tools including adherence to data collection procedures for the M&E Indicators as outlined in the supporting M&E Indicator Manuals.
• Build an M&E culture amongst non M&E staff such as with CP and Implementing Partner senior management to realize the benefits of M&E.
• Efficiently track, analyze, report, and update results using the M&E Indicator data (including DevResults) and related targets over the life of the project to be consistent with the work plan and expected Outcomes for the project.
• Responsible for data analysis, data aggregation at country level 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.
• When in-country, conduct data validation exercises, including site visits and document reviews, to ensure that implementers’ reporting is accurate and credible in collaboration with CP country office M&E staff.
• Create data presentations, charts, graphs, interactive reports and factsheets and knowledge products for prospective CP and donor internal and external audiences.
• Monthly and Quarterly data review, preparation and submission of M&E Indicator data on all project related activities through DevResults in collaboration with CP country M&E staff.
• Develop Implementing Partner and CP country office M&E staff M&E capacity through in-country trainings.
• Competencies: Promotes the vision, mission and strategic goals of the Colombo Plan including building a culture of M&E throughout the organization.
• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
• Effective and efficient data analytical skills, especially with Excel based packages and willingness to learn DevResults.
• 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.

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 in a social science (e.g. Public Administration, Psychology, Sociology, Political Science, International Development), preferably with course work in program evaluation and statistics.
- At least 10 years of experience related to monitoring, evaluating and reporting on service programs, with preferable experience in monitoring and evaluation within any of the following sectors: vocational training, psycho-social counselling, legal services, shelter services and protection, and re-integration.
- M&E experience with vulnerable populations such as victims of gender-based violence or trafficking and/or in developing countries is highly desired.
- Experience in design and implementation of M&E systems including the design of Logframes M&E data collection plans, Theories of Change, data quality assurance, and research design, preferably for USG-funded projects
- 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. Knowledge and application of inferential statistics is an asset.
- Excellent report writing, analytical, and communication skills, including oral presentation skills
- Demonstrated statistical analysis skills and use of relevant software is highly desired (e.g. Stata, SPSS, R)

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 **05 April 2020** to

vacancies@colombo-plan.org

The email title should clearly mention: Monitoring and Evaluation Manager

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