VACANCY FOR THE POST OF M & E OFFICER (KABUL 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 local personnel for the above post based in Kabul, Afghanistan which meet the required criteria:

Background of the Colombo Plan Gender Affairs Programme:

In May 2014, in an effort to provide support to vulnerable and marginalized women, men, girls and boys and promote a just and equitable society in collaboration with member governments and other stakeholders, the Colombo Plan Council approved the establishment of the Gender Affairs Programme (CPGAP). Accordingly, the CPGAP focuses solely on women and children’s rights, issues, and development in Colombo Plan member countries. The CPGAP has two flagship projects in Afghanistan that are implemented through six local partner organizations.

The Monitoring and Evaluation (M&E) Officer – will report to the M&E Manager – CPGAP and assist in the implementation of M&E activities on CPGAP’s flagship programmes in Afghanistan; especially, this position will support all activities related to the project M&E system design, training initiatives for CPGAP and implementing partners’ staff.

This would entail closely assisting the M&E Manager in working with in-country implementing partners as well as CP staff to establish robust M&E systems that reflect M&E best practices for women and children’s services for all projects within the CPGAP. These M&E activities would also include assisting in the design and related training for data collection templates and related computer software that support these M&E systems for member countries. The M&E Officer would also be expected to assist in data collection, entry, and analysis in compliance with donor funding requirements.

The M&E Officer would also be expected to assist in the development of a projects’ M&E systems as needed.
Job Duties and Responsibilities

1. Design and Implement M&E System:
   - Assist in the development and implementation of M&E plan of project to generate regular information related to progress of the project.
   - Assist in the refinement of common indicators for data collection, design data collection tools/templates, and assist for regular data collection/generation process.
   - Provide technical support to project staff on implementing M&E plan and logical framework.
   - Under the supervision of the M&E manager, liaise with CP and implementing partners’ management to collect and analyze data and to determine progress achieved.

2. Project Information Management
   - Assist in tracking project's output and outcome level results on the periodic basis in close coordination with project's implementing team as well as with IPs.
   - Assist in data collection, quality assurance, and data entry and compilation from the field, as stipulated in the project M&E plan.
   - Help review and compile monitoring reports, project progress reports, evaluation reports, photographs, case studies, power point presentation, etc.
   - Update and maintain the project databases.

3. Capacity Development in M&E:
   - Assist in the provision of technical support to staff members for all M&E related activities.
   - Assist in preparing training materials for staff members on M&E concepts, skills and tools.
   - Work closely, under the supervision of the M&E manager, with implementing team for enhancing their capacity for proper data collection and reporting.
   - Contribute to design TOR, training materials, communication materials related to project and M&E System as required.

4. Quality Assurance:
   - Review field level assessment reports, baseline studies and evaluation reports.
   - Ensure that reports from partners/consultants are complete and meet the quality requirements.
Undertake the quality control of project's implementing strategies and approaches as delineated by the M&E manager.

5. Reporting and Documentation
   - Assist in the preparation of the M&E unit's periodic progress report and submit to supervisor.
   - Assist project team to prepare period reports of project through providing M&E related information.
   - Collect and/or assist to collect case story, best practice documentation, lesson learn; and update and manage those information in project's reports and other knowledge products.
   - Work closely with the project to ensure that lessons learned from project evaluations are documented properly.
   - Contribute for developing and managing knowledge products (knowledge management) of project.

6. General responsibility:
   - Assist the field teams in preparing monitoring field visit plans and conduct monitoring visits as and when required.
   - Help conduct regular monitoring to project's interventions to insure the quality delivery of inputs and contribute for generating expected results.
   - Participate in internal and external monitoring activities.
   - Work closely with the project team members and relevant stakeholders, under the supervision of the M&E manager, for monitoring and evaluation of project interventions.
   - Assist to organize and facilitate various events such as meetings, workshops, conferences, and seminars.

Qualifications and Functional Competencies
- Master’s degree in mathematics, statistics, economics, social sciences, international development or any related field with specialized training and experience in program monitoring and evaluation, with an emphasis on the application of inferential statistics and quantitative research methods and design.
- At least 4 years’ experience related to monitoring, evaluating and reporting on programs related to international development and/or human services.
- Hands on field experience in the collection, verification, and the analysis of M&E data, preferably within the field of international development and/or human services, including how to use M&E data to support ‘results-based management’.
- Thorough knowledge and understanding of M&E system design best practices including designing Theories of Change, Logical Frameworks, and Indicators as well as data collection/reporting plans as well as best practices in how to use M&E data to improve service delivery and effectiveness.
• Strong quantitative and analytical skills, including the application of inferential statistics, and the ability to articulate technical information clearly and effectively to both M&E and non-M&E audiences.
• Excellent report writing and communication skills, including oral presentation skills in English, with experience in presenting M&E data and findings to donor representatives.
• Demonstrated Microsoft Office software skills as well as statistical analysis skills and use of relevant software (such as SPSS, Stata, or R); Familiarity with Google Drive functions.
• Fluent in English and Dari/Pashto
• Deep understanding and experience working within the gender based violence sector in Afghanistan.
• Knowledge of constraints of conducting social research in the context of Afghanistan.
• Prior experience designing and disseminating M&E training materials and assisting in the development of M&E systems.
• Prior experience as a trainer, preferably experience in delivering M&E training.
• Familiarity and use of mobile phone/tablet data collection software.

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 11 March 2021 to vacancies@colombo-plan.org. The email title should clearly mention: M & E Officer (Kabul based).

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