

TERMS OF REFERENCE

Monitoring and Evaluation Advisor – Joint Peace Fund

Duty station: Yangon, Myanmar, **with regular travel to the field**

Position title: Monitoring and Evaluation Advisor

Duration: 9 months (with possibility of extension)

Background:

The Joint Peace Fund (JPF) is a multi-donor trust fund to support national efforts to achieve a final and lasting settlement of ethnic armed conflict in Myanmar. The JPF provides coordinated international financial and technical assistance to the Myanmar peace process.

Essential Functions:

The M&E Advisor will support all M&E activities for a JPF implementing partner (IP). The M&E Advisor will be mainly responsible for setting up systems for the IP (with the support of the JPF), training partner staff on M&E concepts and systems, leading data collection based on the logical framework, supporting the analysis of information and meeting JPF reporting requirements.

This post will require close liaison across project key personnel and the JPF technical secretariat. Other relationships will need to be built across the various stakeholders who are involved with programme operations.

Main Responsibilities

1. Capacity building of staff

- 1.1 Train teams on appropriate levels on M&E concepts
- 1.2 Orient team members on the logical framework established
- 1.3 Revise/review logical framework as necessary and with the support of the JPF TS draft the M&E plan and set out the tools and systems necessary for monitoring and evaluation activities of the project; ensure staff are trained well on these systems and tools.
- 1.4 Support local offices on the various M&E requirements they are assigned to.

2. Data Management

- 2.1 Ensure roles and responsibilities are assigned accordingly across the team to conduct various M&E activities
- 2.2 Create simple databases with the support of JPF to record regular project information.
- 2.3 Ensure data is collected as stipulated in the M&E plan, organised and stored
- 2.4 Conduct periodic analysis on the various trends of the indicator information.
- 2.5 Enable learning meetings across various teams to understand the data and apply various learnings as the project progresses
- 2.6 Compile information for reporting against indicators in the log-frame

3. External meetings/coordination

- 3.1 Attend various meetings at Yangon/State level that discusses data or information related to project operations
- 3.2 Attend Programme Team meetings

Required qualifications:

- Master's degree in Social Sciences, Peace and Conflict Studies, Management or equivalent; (or bachelors with 3 years of professional experience in the stated fields)
- Minimum of 5 years' professional experience in the field of program Monitoring & Evaluation in international organisation, donor agency or INGO, with at least 3 years' specific experience in the field.

- Experience in building capacities of implementing partners on concepts of M&E; experience in developing and reviewing log-frames, M&E plans, reports and other M&E related documents and systems; leading or supporting in the development and undertaking of baselines and evaluations.
- Excellent data analysis and interpretation skills for both quantitative and qualitative data; proficiency in usage of MS Excel. Experience with statistical software preferable.
- Experience in responding to donor reporting requirements.
- Written and spoken fluency in English essential.
- An excellent team player with exceptional communication and liaison skills.
- Demonstrated experience in transitional environments; understanding of the Myanmar context.