

Job/Role Title	Monitoring & Evaluation Officer
Division	MA Support & Development
Grade	D
Location	SROP
Responsible to	MA Support & Development Director, SROP Senior Performance Learning & Impact Advisor
Date	March 2024

Role Purpose:

1. To strengthen accountability, quality, effectiveness, and efficiencies of SROP's programs/ projects/ activities against strategic objectives and results during stable and crisis times.
2. To support the Performance, Learning and Impact team, Architects of Cooperation (AoCs), Humanitarian Team, Program Managers and External Relations colleagues to match data with narratives and stories to better illustrate the impact of IPPF's work in collaboration with Communications, Advocacy and Resources Mobilization team.
3. To strengthen a culture of data informed decision making at SROP and MA level for better interventions. Networking with Global PL&I team to develop the function.

Context of role:

- Advising and supporting the Performance, Learning & Impact Senior Advisor, Architects of Cooperation (AoC), Contract Managers and External Relations colleagues on monitoring, evaluation and key result areas and supporting MAs to strengthen systems and data quality.
- Adhere to the safeguarding reporting and monitoring requirements of this role.

Role Deliverables:

1. Monitor and support MAs on Global Indicators Services (GIS), Service Statistics (SS), District Health Information Software (DHIS2) and assist to improve quality, especially with respect to the M&E Indicators, results framework of projects and IPPF strategic plans.
2. Support Architect of Cooperation (AoCs) and Program Managers to review MA Annual Integrated Programme Work plans, monitoring and evaluation frameworks, key result areas and indicators.
3. Work with regional and humanitarian teams to strengthen accountability mechanisms to affected populations, donors, partners and other stakeholders.
4. Facilitate feedback and analysis to MAs on annual and half yearly reports, MA performance, trends and select activities for in depth evaluation and case studies.
5. Support MAs undergoing humanitarian crisis to collect, compile, analyse and present humanitarian data to inform and improve humanitarian programming.
6. Ensure the MAs understand the importance and process of evaluation and ensure that all programmes are written out with an evaluation framework, with proper and adequate evaluation indicators.
7. Plan and conduct thematic evaluations including Post Emergency Review and Real Time Review.
8. Lead, facilitate and organise learning exchanges between MAs
9. Undertake capacity building for MAs in the area of Monitoring and Evaluation, evaluation techniques and results-based programming.
10. Review and update tools, templates and keep abreast of latest developments/techniques in evaluation including the development of an electronic/online reporting tool for MAs for ease and efficiency.
11. To undertake any other duties assigned from time to time.
12. The post holder will carry out his/her responsibilities in accordance to IPPF's policy on Protection of Children and Vulnerable Adults.

Key Skills/Expertise:

- Track record of excellent monitoring and evaluation at regional and national level in a programmatic and development sector setting.

- Evidence of developing and using digital tools and systems to enable effective performance tracking, evaluation and knowledge sharing.
- Skills in utilization of tools and software such as excel, power BI, kobo
- Ability to interact with, coach, train and present to diverse, multicultural and multilingual groups.
- Strong facilitation and training skills with evidence of mentoring, capacity building of staff in Pacific NGO settings.
- Evidence of embedding standards and performance measures delivering tangible improvements to benefit impact and performance.
- Excellent analytical skills with an eye for detail and evidence of using quant/qual data to inform decision-making.
- Excellent writing and presentation skills with evidence of coherent, evidence-based reporting.
- High level of organisational skills, planning and time-management with the ability to adapt to changing needs, multitask and meet tight deadlines.
- Readiness to coordinate and work with other team members within the region and from other regions, as well as Member Associations and other stakeholders.
- Role models safeguarding, anti-racism and no discrimination and acts with integrity.
- Fluent in English
- Demonstrate an understanding of and commitment to safeguarding in local and international context.

Agree to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.

'IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment'.