INTERNATIONAL PLANNED PARENTHOOD FEDERATION (IPPF)

JOB DESCRIPTION

Job Title:		Division:	
M&E Advisor– Restricted Programs		ESEAOR MA Support and Development	
Responsible to:	**Location:**	**Date:**	**Contract Basis:**
Senior Lead – Regional Program Delivery	Kuala Lumpur, Malaysia ESEAOR	January 2025	Fixed term contract to June 2028, with possibility of extension

1. JOB PURPOSE

Join IPPF as a Monitoring & Evaluation (M&E) Advisor – Championing Global Impact in Sexual and Reproductive Health. Are you passionate about driving positive change in sexual and reproductive health and rights (SRHR) on a global scale? Do you thrive in dynamic, cross-cultural environments where your expertise can create a tangible impact? If so, we invite you to be a vital part of IPPF's mission to transform lives and communities.

As the **Monitoring & Evaluation (M&E) Advisor – Restricted Programs**, you will play a pivotal role in overseeing and advancing two flagship, multi-country donor-funded initiatives: RESPOND II, supported by the Australian Government, and another program funded by a leading US-based foundation. These programs are at the forefront of delivering critical SRHR services and fostering equitable access to healthcare across South and Southeast Asia.

Your Mission

As a Monitoring & Evaluation (M&E) Advisor – Restricted Programs at IPPF, you will play a crucial role in ensuring high-quality delivery, building and developing the utilization of targeted performance metrics, and driving a culture of learning to deliver maximum impact. In this role, you will be the driving force behind ensuring these programs achieve measurable impact. Working hand-in-hand with IPPF Secretariat teams in the East and South-East Asia and Oceania Region (ESEAOR) and South Asia Regional Office (SARO), you will:

- Inspire Progress: Lead the tracking of implementation milestones against Results Frameworks, ensuring every action contributes meaningfully to program goals.
- Foster Collaboration: Partner with Secretariat staff, Member Associations (MAs), and donors to facilitate seamless communication and data sharing, fostering a spirit of shared purpose and innovation.
- Empower Change: Build capacity and provide hands-on support to MA teams, equipping them with the skills and tools to collect, report, and analyse data effectively. Your efforts will empower teams to make evidence-based decisions that drive sustainable change.

Why This Role Matters

This position is more than a job – it's a chance to be part of a global movement. Your work will ensure that programs delivering life-saving SRHR services are not only effective but transformative. By championing robust data management and impact reporting, you'll help shape the future of healthcare in communities that need it most.

What You'll Bring

- A passion for data-driven solutions and a belief in the power of evidence to create change.
- Expertise in M&E systems, coupled with an ability to communicate complex concepts clearly and inspire others to action.
- Strong training and capacity-building skills to uplift and empower MA staff, even from a distance.
- A collaborative mindset and the ability to navigate diverse teams and stakeholders with empathy and professionalism.

What You'll Experience

While some travel is part of this role, much of your support will be provided remotely. This requires an exceptional ability to connect, communicate, and inspire across digital platforms. Your impact will be felt in every corner of the globe, as you work to ensure programs deliver life-changing outcomes.

2. KEY TASKS & RESPONSIBILITIES

Member Association M&E and data support and capacity building:
- Oversee and/or provide technical backstopping to Member Associations in the implementation of activities related to MEL, including designing and revising MEL systems; managing data, evidence, and knowledge for MEL; progress reporting and evaluations; and learning from monitoring and evaluation.
- Support MAs included in the restricted programs to collect, review, and report program data in an accurate and timely manner.
- Develop tools and facilitate processes for MAs to provide robust reporting against the indicators in the program-specific results frameworks.
- Develop, rollout and/or provide training in program-specific data collection and reporting guidelines and tools, including DHIS2.
- Provide support and capacity building of MA staff in data collection, management, verification and analysis.
- Support MAs to use data for program management and improvements, including for decision making, programmatic learning, resource mobilization, accountability and policy.
- Review MA program work plans and strategies, in collaboration with program management colleagues and technical teams.
- Lead in formulating an M&E system that stimulates learning and measurement of program progress, including through the DHIS 2 system.

Ensure data quality:
- Consolidate, verify, and analyse program service statistics in accordance with program results frameworks, and tracking performance against targets set for key indicators.
- Monitor MA use, functions and reporting through their electronic Clinic Management Information System (eCMIS) and through DHIS-2.
- Ensure quality assurance on data and ensure performance and evaluation data are tracked, current, cleansed, accurate, and consistent for reporting and decision-making purposes.

Analyse and present program data:
- Generate and analyze data and evidence required as part of Programme Results Framework. Package MA program outputs relating to the programs and share them with the MA management teams, program teams, and other stakeholders periodically.
- Contribute to the production of reports for donors, IPPF and others as required for the two programs, including preparing and forensically reviewing and verifying all country level data for donor reporting.

Provide regular updates, including written reports, on key M&E findings and program indicators.

Support learning across IPPF:
- Support key decision makers to use the program data effectively for internal learning and decision making.

- Collaborate and closely work with the Architects of Cooperation (AOCs) and Regional PLI leads in ESEAOR and SARO in maintaining a robust and transparent data management system in the regions.
- Build and maintain positive relationships with all members of staff and stakeholders within and outside the Federation.

Teamwork:
- Work closely with other members of the Program Management Unit (PMU) to ensure the smooth running of programs.
- Contribute to relevant meetings with others from ESEAOR and SARO as required.
- Undertake any other reasonable duties as may be requested from time to time.

3. EDUCATION & QUALIFICATIONS

- A minimum of an undergraduate degree or equivalent in international development, public health or another similar area in social sciences
- Relevant qualifications in related discipline and/or significant experience in Monitoring & Evaluation (M&E), data management , ideally with a focus on data for SRHR, health or other areas in international development
- Track record of excellent M&E implementation at the regional or national level in a programmatic and development sector setting. Strong understanding and ability using software for data analysis such as SPSS, DHIS2, and high level excel expertise
- Demonstrated experience in analysis, synthesis and presentation of quantitative data, experience in qualitative data analysis and methodologies an advantage

4. KNOWLEDGE, SKILLS AND ABILITIES

Professional Experience
- Knowledge and experience in designing and implementing MEL systems for SRHR, including the different concepts, approaches, and related methodologies. Experience with data management practices and procedures for large-scale, multi country programs with a health service delivery focus

- Experience developing and implementing procedures and practices to ensure data quality and verification, including data quality assessments
- Experience in developing and using digital tools and systems for effective performance tracking, evaluation, and knowledge sharing.
- Experience using DHIS2 for data collection, reporting and visualization
- Experience in donor reporting of program data and broader M&E updates
- Experience in utilising data for decision-making, strategizing and course correction in program delivery
- Experience using supportive approaches to building capacity at service delivery points and with country teams to accurately record, document, report and use data
- Individuals with previous NGO experience and working on multi-country projects or programs will have added advantage
- Work experience in developing countries, particularly related to MEL for SRHR.
- Experience in working in the South and Southeast Asia regions

Skills and Knowledge:
- Strong organizational skills necessary to multitask and meet tight deadlines.
- Good understanding of development and/or global health issues.
- Knowledge of major evaluation methodologies (e.g., qualitative, quantitative, and mixed method) and data collection and analysis methodologies.
- Strong analytical and problem-solving skills
- Strong interpersonal skills and a team player

- Fluent English language skills (verbal and written)
- Ability to effectively communicate data and research findings to different audiences via different platforms.
Strong research and analytical skills and the ability to become familiar with new topics quickly.

5. PERSONAL VALUES
- Alignment with IPPF values, vision and mission
- Understanding of and a commitment to safeguarding, including child protection
- Supportive of a woman's right to choose and to have access to safe abortion services
- Supportive of serving underserved and marginalised groups including but not limited to LGBTQI+
- Advocates for the rights of all individuals, regardless of their sexuality, gender identity, or expression, and actively supports workers' rights and equitable access to healthcare for those involved in sex work.

Applications must be submitted in **English and by CV and application form.**

Completed applications should be emailed to ***pali@ippf.org*** stating the job title in the subject header of your email and where you saw the vacancy advertised. This is a re-advertisement; **we regret only shortlisted candidates will be acknowledged**.

Closing date: 31 January 2025

Applications are particularly encouraged from candidates openly living with HIV. IPPF is committed to equal opportunities and cultural diversity. Candidates from all sections of the community are welcome to apply.

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