JOB PROFILE

Job Title: Monitoring and Evaluation (M&E) Coordinator

Job Group: Country Programme Support

Duty Station: Yangon, Myanmar

Line Manager: Program Manager

Contract Duration: 11 months (with possible extension. confirmed start date and contract length will be depend on the ability of NP getting international staff in Myanmar due to Covid-19 and border closure)

Description of Nonviolent Peaceforce and Myanmar programme:

Nonviolent Peaceforce (NP) is an International NGO engaged in the creation of a large-scale international unarmed peacekeeping force, composed of trained civilians. In partnership with local groups, NP applies proven nonviolent strategies to protect human rights and civilians, deter violence, support peace processes and help create space for local peacemakers and human rights’ defenders to carry out their work.

Nonviolent Peaceforce’s Myanmar (NPM) programme will be working with all stakeholders to establish community-based protection-monitoring mechanisms intended to lead to a reduction in violence, the enhanced protection of civilians and stabilization so that an atmosphere conducive to a political process moving forward constructively is supported.

JOB PURPOSE:

Reporting to the Program Manager, the Monitoring and Evaluation Coordinator is responsible for supporting the M&E and Program development in coordinating the design of program performance and monitoring plans, grants management, administration and information management. The M&E Coordinator will also support in the design and implementation of assessments, researches and surveys conducted at the beginning, mid and end of the project to inform evidence based decision-making and improve program performance.

KEY OBJECTIVES/RESPONSIBILITIES:

Support the Monitoring and Evaluation and programme development team in all areas of programme management, development and M&E.

- Assist in the process of rolling out M&E tools to staff and partners including conducting training workshops for field staff on monitoring, evaluation and reporting.
- Monitor project outputs, track progress towards indicators and measure impact of projects
- Support the design and execution of performance monitoring plans for all program areas
- Support in the management of all outsourced research activities; this includes close monitoring of contract deliverables and timeframes, management and coordination of all data quality control systems
- Supervise part-time data entry administrators to ensure high-quality data capture.
- Support in the development of assessments/survey/research protocols, train and supervise data
collectors and study implementers

- Prepare scope of work, and work with HR in recruiting supervisors, data collectors and facilitate training of data collectors and supervisors;
- Provide reliable and effective administrative and information management support to support programme development.
- In coordination with Project Coordinators, manage information requests from external partners
- Conduct regular field visits to monitor program implementation, assist teams with M&E reporting and information management.
- Support the Project Coordinators in drafting/editing narrative donor reports.
- In coordination with the Programme Manager, support donor liaison and answer any queries where necessary.

Maintain and enhance effective internal (within the project involving local partner counterpart) relationships

- Further develop and maintain collaborative and strategic relationships with civil society partners and other stakeholders at the State level.
- In coordination with the Programme Manager, Support team members with grants administration, filing and information management.
- Maintain collaborative relationships with other Nonviolent Peaceforce and local implementing counterpart staff.
- Work in proper and orderly coordination with local public order authorities, non-state armed actors, international INGOs and UN agencies to improve the Monitoring, Evaluation and Learning of both the communities and project staff.

Duties applicable to all staff

- Actively work towards the achievement of the goals and mandate of Nonviolent Peaceforce.
- Abide by and work in accordance with Nonviolent Peaceforce values and principles.
- Perform any other work-related duties and responsibilities that may be assigned by the line manager.

QUALIFICATIONS AND COMPETENCIES:

**Education, Knowledge and Experience**

- Master’s Degree or equivalent in social sciences or related area of studies;
- Minimum 4-6 years’ work experience in Monitoring and Evaluation, Program development and grant management or project support functions with non-governmental organizations.
- Experience in data entry, spreadsheets, database management and analysis.
- Experience in both qualitative and quantitative research methods
- Demonstrated ability to effectively process and consolidate information and documentation from multiple locations.
- Experience in setting up and managing administration and project management systems
- Understanding of grants management – ability to provide the necessary support to Programme Development department and prepare financial reports to multiple donors
- Skill in working under pressure of deadlines, establishing and maintaining cooperative working relationships.
- Ability to work in a multi-cultural environment.
- Understanding and commitment to Nonviolent Peaceforce mission and objectives essential.

**Knowledge**
- A good understanding of the current peace process and political context in Myanmar.
- Sound knowledge of international human rights, humanitarian law, and other civilian protection provisions

Skills

- Good analytical and communications skills, written and oral;
- A positive problem-solving approach;
- Enthusiasm to learn and apply new skills;
- Good interpersonal and cross-cultural communication and team-working skills;
- Ability to work under pressure and under difficult conditions.
- Ability and patience to support and mentor beneficiaries with various levels of education

TERMS AND CONDITIONS

Type of position: This is an international position
Salary: Commensurate upon experience, 2,300-2,700 USD gross/month
Insurance: Insurance is provided
Probation: There will be a probationary period of 3 months
Leave Entitlement: 30 days annual leave
Travel: Frequent travel to communities in project areas

APPLICATION PROCESS:

Please send an application comprising a detailed CV and cover letter to hr-npm@nonviolentpeaceforce.org. Include three professional references (minimum of two previous line managers and a third of your choosing). Please put "M&E Coordinator" in the subject line.

Deadline for applications: 11 September 2020
We regret only shortlisted candidates will be contacted for interviews.

Special Notice:

Nonviolent Peaceforce is committed to achieving 50/50 gender balance in its staff at all levels. Female candidates are strongly encouraged to apply for this position. All qualified applicants, regardless of their gender, race, disability, sexual orientation, or age, are strongly encouraged to apply as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Nonviolent Peaceforce acknowledges the duty of care to safeguard and promote the welfare of employees, contractors, volunteers, interns, beneficiaries and other stakeholders and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice in the Humanitarian and Development sector.