## Job Description:
### Monitoring Evaluation & Research (MER) Coordinator

**Responsible to:** MEAL Manager

**Location, Group & Function:** Flexibility in location: Islamabad/Peshawar/Field location/Partner based

**Job purpose:** To serve as MER focal point for WEE Project and support the program team in monitoring, Evaluation, research and reporting. The position is under the Women Economic Empowerment (WEE) Project, this is 5 years USAID funded project to “to promote women’s social and economic empowerment through safe and dignified access to livelihoods opportunities, information, resources and services in KP Province including Newly Merged Districts”. Targeted districts; South Waziristan, North Waziristan and Kurram (Newly Merged Districts) and settled districts; Peshawar and Bannu of KP. The initial contract is for 1 year (Renewable based on performance)

### Responsibilities

Provide assistance in the design and implementation of M&E plans and associated guidance; in the collection, management and analysis of project data and ensuring quality; in writing, reviewing and contributing to a variety of project reports; in staying informed of and applying M&E innovations, tools and best practices to projects; and in supporting tracking learning (lessons learned/ good practices) and impact processes.

**Project Monitoring**

Work with Senior Programme Manager and Project Manager to develop and maintain detailed M&E plans Risk Logs and frameworks for projects, producing them in a variety of formats as necessary to suit audience. Monitor progress of project benefits against work plans. Provide technical assistance for project M&E, including direct support to and capacity-building of partners’ organization staff. Conduct regular M&E supervision and coordination activities of WEE project in field along with partners on a regular basis;

**Project Reviews, Baselines and Evaluation**

Conduct baseline, mid-term and end of project data collections, as well as regular field visits to access the performance of projects on ground and report on the situation. Contribute to and support the

### Competencies

**Working together – Adds Value** – Proactively builds constructive relationships through clear communication and generates effective discussion and mutual support for plans and ideas.

**Communication & influencing – Strength** – Inspires others by: advocating plans and ideas within and outside VSO; maintaining a wide, influential network; coaching

**Managing Knowledge – Strength** – Leads initiative that improve knowledge management; develops others’ knowledge

### Skills, Knowledge and Experience required

**Essential:**

- Masters in development studies, social sciences or related discipline;
- At least 3 to 5 years’ experience of monitoring & evaluation, coordinating, planning and reporting systems;
- Having at least 2 years working experience in Livelihoods and business development funded projects and have knowledge of MEAL systems and protocols of donors
- Working experience of USAID funded projects is preferable

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development of appropriate mechanisms and tools to monitor and evaluate impact and change at programme, partnership and primary actor levels.

Participate in quantitative data analysis and sometimes be assigned to perform quantitative analysis

Strengthen the current monitoring and evaluation practices - continuous monitoring, annual reviews, and mid-term and final evaluations;

**Design of M&E tools and support to planning**
Support in designing data collection tools, flow charts, along with work plans, MEL plans, Log-frames and Results framework

**Research**
To support the conducting of research in the WEE project in accordance with VSO’s vision and approach to development, VSO’s evidence principles, VSO Global strategic direction, and in recognition of the distinctive contribution of volunteering.

Work collaboratively with the global and national research, monitoring and evaluation team and with the VSO core programme areas research teams.

**Internal and External Reporting:**
Lead on all report compilation and information management of the WEE project, developing and enforcing protocols for storage and use of information.

Support partners to write robust and relevant reports, collate partner reports in order to report internal and external reporting and provide feedback on partner reports.

Provide support to project Team and relevant internal stakeholders with key reports and information. Support the Project Manager to ensure compliance to USAID and Government of Pakistan reporting and data storage requirements; maintaining adherence to best practice in project and grant management

**Logistics and Administration:**
Support and organise key project review meetings, learning events and management skills.

**Striving for Excellence** – **Strength** – Leads initiatives to improve monitoring, evaluation and learning; is a role model for continuous learning and improvement.

**Managing Resources** – **Strength** – Creates approaches that help VSO to acquire, allocate and use resources more effectively across VSO; builds strategic alliances and partnerships to enable sharing of resources.

**Developing People** – **Adds Value** – Helps team members to create and implement clear development plans that meet their own – and VSO’s – short and long term needs.

**Leading for the Future** – **Strength** - builds confidence and excitement in VSO’s work and vision, both internally and externally; leads innovative projects.

**Thinking Strategically** – **Strength**
Drives forward VSO’s corporate strategy; helps to set the future direction in

Knowledge and experience of M&E project/ programme management standards, tools and techniques applicable to capacity building and advocacy programming.

Ability to actively support a project team to manage competing work priorities. Time management skills. Strong organisation skills.

Ability to handle highly confidential information with tact, discretion and sensitivity.

Self-motivated, ability to use own initiative - flexibility.

Experience of preparing high quality project reports, development of M&E plans, log- frame presentations, Strong interpersonal skills and confidence in working in international settings;

Experience of working in Pakistan.
monitoring visits. Maintain records – set up and maintain project files, establishing document control procedures. Maintain quality register, other registers and logs as necessary.

**Other Duties** – Fulfil other appropriate level responsibilities as defined by line manager from time to time; Abide by VSO core values and other VSO policies regarding; Safeguarding, Gender Sensitivity, Child Protection, Data Protection Act, Confidentiality and Security.

| response to anticipated changes in the external environment.  |
| Delivering Results – Strength |
| Drives commitment across and beyond VSO to equipping, engaging and empowering people to solve problems, make decisions and deliver the best possible results. |

**Desirable:** Knowledge of VSO’s vision, mission and values, particularly in relation to the VSO’s capacity development approach through volunteer placements.

Experience of using SPSS, database packages and excel for data storage and analysis.