Scope of Work

Position Title: Monitoring & Evaluation (M&E) Manager

Reference Number: 100822
Position Location: Remote (potential for travel)
Timeframe: 1 year (subject to contract award)
Assigned Unit/Team: COAR TPMA
Supervisor: Program Director

Overview

COAR expects to win a bid to oversee the administration of a 1-year monitoring and evaluation project assessing several humanitarian relief distribution projects for a client working in Syria. The project involves an inception phase during which COAR's periodic monitoring, evaluation, and reporting commitments will be defined by the M&E Manager and the wider project team. The M&E Manager will then be required to oversee all aspects of project management subsequent to the inception phase, including, but not limited to the management of (and liaison with) COAR’s field-based assets, data collection, data analysis, and client engagement. Six client projects will be studied throughout the project, primarily in-kind distributions of food aid and other consumables. Please note, this position is subject to contract award.

Responsibilities

- Provide technical guidance, support and oversight of the activity, including coordinating DQA planning with technical offices.
- Update / develop as necessary data collection tools in collaboration with MIS expert and in-house MIS manager, and SOPs to guide the data collection process.
- Develop / update reporting templates (including for findings by Implementing Partner (IP), indicators, and/or summary reports by technical office.
- In collaboration with the project’s Technical Expert and Program Director, lead in the desk review of implementing partner reports, activity briefs, and other relevant documents related to data collection and management.
- Support with interviews with stakeholders, site-level data collection, and beneficiary spot-checks.
- Lead analysis and written finding reports through synthesis of collected field data.
- Participate in regular check-in calls and debriefs with the client and COAR field and office staff.
- Review and analyze IP and stakeholder documents as relevant.
- Develop/update approved data collection tools in response to need and in alignment with project objectives.
- Oversee the implementation of the DQA plan with respect to each client programme.
intervention.

- Final report(s) and presentation(s), inclusive of complete DQA checklist for each indicator and summary report of findings and recommendations per implementing partner.
- Other items as required by the Program Director.

Person specification:

- At least five years’ experience working in monitoring and evaluation, preferably in relation to USAID-funded programming.
- Strong knowledge of USAID rules and regulations around M&E and familiarity with USAID’s approach to project management.
- Demonstrated experience planning and conducting rigorous DQAs of USAID indicators and a firm grasp of USAID policy requirements pertaining to DQAs.
- Excellent technical skills in data management, MEL, survey design, mapping and/or assessment.
- Demonstrated experience training/facilitating workshops with several types of stakeholders on M&E topics.
- Ability to work effectively with a wide range of USAID implementing partners and stakeholders.
- Proven ability to distill complex information into practical and actionable insights for stakeholders both verbally and in writing.
- Outstanding problem-solving, decision-making, and good judgment.
- Excel, Word, and other Microsoft Office software and data analysis software, such as SPSS or Stata.
- Degree in Statistics, Evaluation, or related field from a recognized university. Master’s preferred.

Applicants should submit their CV and Cover Letter to hr@coar-global.org quoting the name of the position and Reference Number in the subject line of the email.

Due to a high volume of received applications, only successful candidates will be contacted.

All applications will be treated in the strictest confidentiality.