Scope of Work

Position Title: Expert (Monitoring and Evaluation)

Reference Number: 2402M02
Position Location: Remote, based in SE Asia
Position Type: Part Time (Day rate consultancy);
Timeframe: 1 year, possibility to extend
Assigned Unit/Team: Myanmar
Supervisor: Project Manager

Overview

This scope of work (SoW) outlines the Expert (Monitoring and Evaluation) role with the Center for Operational Analysis and Research (COAR), in Myanmar. The Expert (Monitoring and Evaluation) will be expected to support TPM projects throughout the set-up, design, implementation and closure, and to lead certain phases or processes. This includes, but is not limited to, designing data collection tools, training field staff, leading on data analysis and the drafting of findings and recommendations, and the presentation of findings (especially in relation to programmes).

About COAR: COAR is an independent social enterprise that directly supports practitioners, policymakers, and donors by facilitating humanitarian and development interventions in complex, fragile, and high-risk environments.

Responsibilities

- Provide technical guidance, support and oversight of monitoring and evaluation activities;
- In coordination with COAR’s global TPM Advisor and COAR context technical experts, develop data collection plans aligned with Client’s guidelines and portfolio;
- Develop/update, as necessary, data collection tools and SOPs to guide the data collection process, in collaboration with the COAR’s global TPM Advisor and COAR context/technical experts;
- Develop / update reporting templates to meet client requirements;
- Lead on the desk review of implementing partner documents, reports, activity briefs, and other relevant materials related to the monitored project;
- Support with interviews with IP management stakeholders and train field teams on data collection, spot-checks, and checklists;
● 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 staff; and
● Other items as required by the Project Manager and TPM Advisor.

Person specification:

● At least three years’ experience working in M&E, preferably in Myanmar;
● Experience working as a third party monitor highly desirable;
● High level of Myanmar context knowledge, and experience working with a range of Myanmar stakeholders including local CSOs, EAOs, and INGOs;
● Experience designing and implementing remote monitoring activities;
● Strong knowledge of remote monitoring methods, especially in highly sensitive and communication-restricted environments;
● Excellent technical skills in data management, qualitative and quantitative data analysis, MEL, survey design, mapping and/or assessment;
● Demonstrated experience training/facilitating workshops with several types of stakeholders on M&E and TPM topics, especially remote;
● Ability to work effectively with a wide range of 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;
● Adheres to conflict sensitivity best practices and research ethics;
● Prioritises the safety and security of vulnerable populations;
● Excel, Word, and other Microsoft Office software and data analysis software, such as Kobo or Taguette;
● Degree in Statistics, Evaluation, Social Sciences, Development, 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.