



Empower communities. Transform lives.

VACANCY ANNOUNCEMENT

Job Title	Strategic Information Lead
Department	Program
Employment status	Full time
Number of Position	1
Location	Yangon, Myanmar
Travel	25% for working time
Reports to	Deputy Chief of Party
Reporting to this position	M&E Managers

Community Partners International (CPI) is a U.S. nonprofit organization dedicated to empowering vulnerable communities in Asia to meet their essential health, humanitarian and development needs. Founded by U.S. doctors in 1998, the organization has grown to serve more than one million people each year. Community Partners International focuses on helping communities affected by conflict, violence, and displacement, in remote and hard-to-reach contexts, and marginalized by poverty and exclusion.

The Local Empowerment and Resilience Network (LEARN) Activity aims to empower citizens and communities in southeast (SE) Burma by developing and strengthening collaboration between civil society, ethnic service providers, and local administration/community-established governance structures to increase local agency, encourage social cohesion, and address community needs and concerns.

CPI is currently seeking qualified candidates for the position of **Strategic Information (SI) Lead** for the Local Empowerment and Resilience Network (LEARN) Activity. The SI Lead will be responsible for leading the design and implementation of LEARN's monitoring, evaluation and learning (MEL) systems, guidelines and tools to ensure appropriate tracking and assessment of all project activities. They will have primary responsibility for data submissions and donor reporting on project outcomes in accordance with USAID requirements. The SI Lead will provide technical guidance and support to consortium members and subgrantees in establishing their MEL systems for the LEARN project. The SI Lead will oversee the SI Oversight Team which will execute the MEL plan to drive adaptive management of the LEARN Activity.

This position is contingent upon award. Myanmar Nationals are strongly encouraged to apply.

Primary Responsibilities

Under the direct supervision of the Deputy Chief of Party, the SI Lead will:

- Design, implement, and manage LEARN's monitoring, evaluation, and learning (MEL) systems, guidelines, and monitoring tools for data collection, aggregation, and reporting in

collaboration with the LEARN Technical Team and Program Management Team, and in consultation with USAID and consortium partners

- Lead the implementation of LEARN's project results framework, and develop relevant indicators and targets, with updates throughout the project cycle as needed
- Develop high quality, participatory quantitative and qualitative methods to monitor program quality for performance and results, and conduct necessary data analyses to showcase project results
- Ensure availability of accurate and timely information to senior management and team members by leading the development and maintenance of project databases and activity dashboards to track implementation on a monthly basis, with real-time views of project performance. Use databases/dashboards to lead discussion on progress at monthly technical and senior management meetings.
- Lead reporting of MEL information to USAID and contribute to donor reports, ensuring that all donor reporting requirements on program impact are met. Prepare routine MEL reports (monthly, quarterly, six monthly), as required.
- Support consortium/implementing partners to contribute to LEARN reporting to USAID and other relevant stakeholders as needed
- Integrate the use of innovative technologies and data platforms for data collection, management, and reporting
- Review and finalize monthly, quarterly, and annual MEL workplans and budgets
- Lead LEARN's quarterly portfolio review (QPR)
- Coordinate the design and implementation of baseline, midline, and end of project evaluations, surveys, special studies, and other learning components of the MEL system to evaluate an intervention's effectiveness, strengthen existing evidence, and/or support policy or programmatic directions.
- Lead MEL capacity strengthening of local consortium/implementing partners. Ensure that CPI's LEARN MEL team provides continuous, high-quality technical assistance, training, mentoring, and coaching to support consortium/implementing partners in establishing and implementing MEL systems for LEARN, data quality management, basic data analysis, reporting, and using data for decision-making.
- Liaise with MEL counterparts and stakeholders among partners, relevant donors, and agencies involved in related activities, and collaborate in promoting high-quality and complementary efforts. Organize quarterly meetings to review service mapping, trends, and field-level issues. Facilitate sharing of lessons learned through coordination bodies such as UN, INGOs and local coordination networks and other coordination forums to improve coverage and impact of program activities.
- Supervise the SI Oversight Team at both headquarters and field levels who will execute the MEL plan to drive adaptive management of the LEARN Activity
- Provide technical guidance on MEL for adaptive management and Collaborating, Learning, and Adapting (CLA) approaches
- Support learning agendas of local networks
- Manage internal and external data quality audits
- Ensure data quality at the consortium/implementing partner level by ensuring that all program data are tracked, leading the planning of regular monitoring visits, performing

Data Quality Assessments, developing and designing quality data collection tools, standardizing information systems, creating parameter queries, completing review/clearance of progress and MEL reports of partner organizations, and providing feedback to partners focusing on data quality and MEL performance

- Assume responsibilities of the Deputy Chief of Party and other responsibilities related to the Strategic Information Lead role, as delegated

Representation and coordination

- Represent CPI at meetings and events with partners and donors.
- Meet with donors and partners when necessary, and ensure that donor requests are handled promptly and effectively
- Establish and maintain good communications with international and local agencies working on humanitarian assistance and essential service delivery in Myanmar

Essential Skills

- Master degree or higher in development studies, epidemiology, program evaluation, demography, biostatistics, statistics, or other relevant background.
- At least 10 years of experience working in design, monitoring and evaluation to support performance improvement of programs, especially on development and humanitarian relief programs
- Experience in working at USAID funded projects and demonstrate strong understanding of USAID's rules and regulations, M&E guidelines and standard indicators
- Demonstrated expertise in data analysis, managing online databases to ensure easy access to data and data reports, data visualization experience in Tableau or Power BI
- Experience utilizing and managing database and information management software e.g., MS Excel, MS Power BI, SPSS
- Must have exceptional analytical, writing, communication, and presentation skills in English Language
- Experience coordinating with relevant stakeholders and/or local CSOs, as well as local communities, for the design and implementation of surveys and other data collection techniques.
- Ability to quickly develop a strong understanding of the local cultural and political context and be able to motivate others and work successfully within these contexts
- Proven experience in working in similar projects in Myanmar and providing technical assistance to different range of partners
- Demonstrated skills in tools development, health worker training, planning, monitoring and evaluation
- Proven experience of working in multicultural, low-resource settings
- Demonstrated ability to communicate technical information to both technical and non-technical audiences effectively
- Demonstrated ability to set priorities in a time sensitive environment and meet deadlines with strong attention to consistency, detail, and quality

- Be comfortable working with various range of partners and establish strong professional relationships and communication
- Flexible to travel (up to 50% of work time), long working hours, and adjustments of tasks and responsibilities as needed in team and project
- Proven good report writing skills and ability to present monitoring and evaluation finding clearly
- Self-motivated and ability to work independently as well as being part of a team

APPLICATION INSTRUCTIONS

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to:

Email: hr.ygn@cpintl.org

- The closing date for application is 17:00pm, **(16-Aug-2022, Tuesday)**, Yangon, Myanmar.
- Please clearly mention the Position and Location you are applying for in the email Subject Line.

CPI's Value

- At CPI, we believe that all people have right to live their live free from sexual violence and recognized that there are unequal power dynamics across the organization. CPI does not tolerate discrimination and harassment under any circumstances and will take disciplinary action, which may include dismissal, against any worker who discriminates or harasses any worker. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.
- CPI is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, religion, sex, gender identity, sexual orientation, ethnicity, national origin, age, marital status, or disability.

Note to Candidate

- Candidates are required to declare in advance should there be any relative or family member being currently employed in CPI. Failure to do so can lead to termination of the employment contract even after successful selection.
- Because of the large volume of applicants, only shortlisted candidates will be contacted.
- Contract and position are contingent upon successful award of the project and final approval by the donor.