

VACANCY ANNOUNCEMENT

Job Title	Monitoring and Evaluation Coordinator
Department	Monitoring and Evaluation
Employment status	Full time
Number of Position	1
Location	Yangon, Myanmar
Travel	50% of work time
Reports to	Monitoring and Evaluation Manager
Reporting to this position	NA

Community Partners International (CPI) is a U.S. nonprofit organization working in partnership with conflict-affected, hard-to-reach and underserved communities in Southeast Asia to expand access to quality health services and generate the resources, local capacity and coordination necessary to meet their own health, learning, and development needs. CPI's Asian headquarters are located in Yangon, Myanmar, and the organization maintains field offices throughout Myanmar.

Myanmar is at risk to a wide range of natural and man-made disasters. For natural disasters, its seaside regions are particularly bare to tsunamis, tropical cyclones, and storms. The various floodplains where monsoon flooding happens almost annually across the country, getting more frequent in recent years due to rapid deforestation and climate change. In addition, the mountainous regions are exposed to the risk of landslides, while some regions around the country are vulnerable to droughts, earthquakes and fires. Impact of the disasters and emergencies are more intense in conflict affected areas where there is a lack of access to health care and social security services. Hence, CPI aims to provide humanitarian assistance to the needy community throughout the country as needed based on the changing socio-political situation and emergencies. The project's ultimate goal is to provide essential health and humanitarian services for vulnerable communities in all states and regions of Myanmar in a collaborative and systematic way.

Primary Responsibilities

- Provide support in monitoring and evaluation to prepare M&E plans, reports and indicators to capture project performance and results of the humanitarian and developmental projects implemented across the country by Community Partners International
- Provide technical inputs as necessary into the design and implementation of CPI monitoring and evaluation system, policy tools, and processes
- Oversee data collection and data entry system of partner organization and conduct routine data verification
- Conduct data analysis and prepare report to measure project progress and achievements according to M&E plan in terms of using current database tools

- Work closely with M&E staffs at regional office in term of data collection activities, data verification and providing feedback to partner organizations
- Ensure appropriate flow of data and other key information for decision making to program managers and other stakeholders
- Undertake regular field visits to monitor the project implementation, data recording system at field level and perform Routine Data Quality Assessment

Regular Responsibilities

- Develop and maintain training curricula and handbooks, then conduct tailored trainings on such topics as presenting indicators, designing quality data collection tools, standardizing information systems, creating parameter queries, etc.
- Maintain documentation and implementation of M&E activities that are in line with training curricula and practices, providing recommendations for changes as needed that are taken into account of the local context and mainstream emerging successful practices
- Work closely with Health Information System team in the development of mobile data collection tools, designing database and management information software
- Review/clearance of M&E reports of CPI partner organizations, and provide feedback to partners focusing on data quality and M&E performance
- Ensure accurate and timely information is available to senior management and team members
- Mentor M&E Officers and Data Assistant to meet the program requirements and supervise effectively to reach the maximum team spirit, momentum and expected goal
- Conduct other duties as assigned

Partner Support

- Access M&E capacity of CPI partner organizations and develop a plan for M&E capacity building activities for them
- Regular monitoring visit to partner organization and provide technical assistance on partners' M&E system according to their requirements
- Support necessary assistance on utilizing electronic databases and manipulating database objects for accurate data collection, analysis, report and dissemination among stakeholders
- Provide capacity need assessment regarding M&E to partner staffs and conduct/ facilitate necessary trainings

Capacity Building and Supporting other Staff

- Provide inputs for survey/research design, sampling and questionnaires development (if necessary)
- Provide M&E, data collection, collation and analysis trainings to internal staffs as needed

Operations and Administration

- Maintain regular contact with M&E focal persons from partner organizations and other stakeholders.

- Involve in the development of team's work plan and cost estimation in monthly basis and communicate closely with CPI program team members for required operations

Essential Skills

- Bachelor degree in Medicine, Public Health or relevant field
- Master degree in statistics, Public Health and Epidemiology preferred
- At least three years of experience in both executing and implementing monitoring, evaluation and health information system
- Experience working in humanitarian programs and sound understanding of the Core Humanitarian Standards preferable
- Proficiency in statistics, MS office application, statistical software (Stata, SPSS or Epi Info) and online data collection tools
- Experience utilizing and managing database and information management software;
- Experience coordinating with governments, ministries and/or local CSOs, as well as local communities, for the design and implementation of surveys and other data collection techniques;
- Fluency in both speaking and writing English
- Proven analytic and good report writing skills, ability to present monitoring data and survey finding clearly
- Self-motivated and ability to work independently as well as being part of a team
- Highly organized and able to work to deadlines
- Confident and cooperative, even under pressure. 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.

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, **(17-January-22, Monday)**, Yangon, Myanmar.
- Please clearly mention the Position and Location you are applying for in the email Subject Line.
- 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.
- Candidates are required to declare in advance should there be any relative or family member currently employed in CPI. Failure to do so can lead to termination of the employment contract even after successful selection.



Empower communities. Transform lives

- Because of the large volume of applicants, only shortlisted candidates will be contacted.
- Contract and position is contingent upon successful award of the project and final approval by the donor.