

Role Profile

Job Title	M&E Manager Aawaz II
Location	DSP's Head Office
ABOUT THE PROJECT	
<p>The Aawaz II programme, managed by British Council, works with local communities in Khyber Pakhtunkhwa (KP) and Punjab provinces to promote the rights of women, children, youth, and other marginalised groups.</p>	
<p>Aawaz II community engagement component has two pathways for change focusing on thematic areas of child marriage, gender-based violence and social cohesion by i) changing awareness, attitudes and behaviours towards discrimination, intolerance, exploitation and other harmful practices ii) referrals and citizen engagement on the thematic areas and issues of exclusion and exploitation.</p>	
<p>We are seeking to hire an M&E Manager at CERD Pakistan who will be responsible for ensuring monitoring and evaluation activities of Aawaz II programme in target districts in collaboration with the Aawaz II PMU.</p>	
ABOUT THE ROLE	
<p>The M&E Manager is expected to provide technical expertise and strategic leadership for all monitoring, evaluation and learning activities in the Aawaz II target districts of the DSP, with the objective of providing project managers and stakeholders with timely and relevant data and analysis to understand and adapt project performance. The M&E Manager will supervise Data Support Officers in the districts to collect and analyse data and generate quality evidence for assessment and evaluations. Responsibilities will include strategic leadership of monitoring and evaluation efforts; management of quality assurance mechanisms, including ensuring that quality and reliable data are collected, managed, and shared in a timely manner; and coordination with key external stakeholders. The M&E Manager will review and quality assure all reports and data sent in by the district team before it is shared with the DSP Aawaz II Programme Manager for onward sharing with British Council PMU.</p>	
ROLES AND RESPONSIBILITIES	
<ul style="list-style-type: none">▪ Implement the data collection and management mechanism in Aawaz II target districts, with attention to security and confidentiality as per PMU shared guidelines and data safeguarding principles.▪ Assist Programme Manager in timely reporting of monthly/quarterly progress along with verified MOVs databases from the target districts.▪ Development and implementation of processes and methodologies to ensure consistent data collection and management in accordance with MEL Plan, M&E guidelines and other M&E related documents.▪ Collect data on a regular basis to measure achievement against the targets of Aawaz II programme. Also, check data quality with AACs for reviews and evaluations.▪ Ensure validation and verification of all data before submission to programme manager for onward sharing with British Council PMU.▪ Maintain database to track field progress. Closely examine the quality of quantitative and qualitative data, to ensure that any discrepancies or issues are highlighted and addressed in a timely fashion.▪ Regular coordination with PMU monitoring team and update on day-to-day monitoring activities. In addition, supporting PMU team in carrying out research and assessment studies.▪ Support project progress reporting, data quality reviews and assessment studies as requested by PMU.▪ Identify lessons learned and develop case studies to capture qualitative outputs of the	

project. Provide advice to the DSPs management on improving project performance using M&E findings.

- Conduct field visits for monitoring and evaluations as necessary for programme implementation and ensure programme progress and quality of delivery.
- Analysing programme risks and developing risk register for programme as required.
- Produce reports on M&E findings and prepare presentations based on M&E data as required.
- Analysing MPRs and QPRs and provide regular feedback for improvements. Also highlight the areas of improvement with PMU delivery team.
- Coordination with district staff to ensure that the reporting is streamline as per given standards/timelines.
- Other duties as required in accordance with objectives, plans, and workload priorities.

The M&E manager will work full-time on the Aawaz II programme. This role requires a **master's degree in social sciences** (preferable economics, statistics, project management) with at least 5-7 years of experience in managing field level data collection of quantitative and qualitative data for M&E. The programme manager must have the necessary seniority to be able to take on the responsibilities associated with the role. The M&E manager should have effective leadership, interpersonal and communication (written & verbal) skills, good knowledge of programme management methods; credibility to advise programme teams in relation to monitoring and evaluation. In addition, should have skills related usage of statistical software e.g., SPSS, STATA.

Women, transgender persons, religious minorities, and persons with disabilities are encouraged to apply.

REPORTING AND LINE MANAGEMENT

The M&E Manager will report to the Programme Manager and will be line managing the data support officers in the target Districts.

APPLICATION INSTRUCTIONS

Send your resume to the mentioned email address, with the subject: M&E Manager and Your Name.