



AWAZ-E-NISWAN

Monitoring, Evaluation, Accountability and Learning (MEAL) Officer Terms of Reference (TORs)

Organizational Introduction

Awaz-e-Niswan (AAN) is a membership-based non-partisan network, incorporated as a non-profit with the Securities and Exchange Commission of Pakistan. AAN aims to increase the visibility and influence of women voters and their issues among duty bearers.

In order to pursue its goals for the strategy of next three years, AAN is seeking the services of a MEAL Officer to assist them in ensuring program quality and accountability standards.

Key Deliverables

The incumbent is responsible to contribute to overall program quality through the coordination, and implementation of enhanced monitoring and evaluation, accountability, and learning strategies; the focus is on streamlining processes and tools for efficiency, effectiveness, and sustainability throughout the project cycle across AAN's various program interventions.

Specific responsibilities include:

- Develop and/or update M&E tools, databases and monthly reporting formats in close collaboration with the Senior Programme Officer and the ED.
- Support field staff in data collection using efficient apps to collect and analyze data.
- Overall project/program progress monitoring against agreed outputs as per LFA.
- Conduct random data audits and analysis to ensure high quality data, compile a report and share it with program unit and the ED on a regular basis.
- Manage the development of effective and sustainable feedback mechanisms to AAN secretariat staff from members, volunteers and partner organizations.
- Ensure relevant, timely, and quality support on assessments and evaluations; i.e. support in developing the data collection tools, data analysis and report writing.
- Participate in periodic meetings with program team on project monitoring and learning updates, achievements, challenges
- Provide documentation and dissemination of key findings stemming from monitoring, assessment, and other learning activities.
- Track and ensure organized, comprehensive electronic filing of documented findings/analyses.
- When appropriate/applicable, facilitate and participate in information sharing opportunities among AAN members/volunteers/partners/donors.
- Prepare narrative reports, best practice and lessons learned documents. Collect and file success stories, pictures, legal documents etc.
- Facilitate training sessions (as needed) for other AAN staff on skills and knowledge related to M&E and accountability and learning.

- Conduct regular field visits to provide training, technical assistance, and support, as well as to ensure that accountability and learning tools and strategies are understood and being implemented effectively.

Required skills, qualifications and competencies

A professional with at least 3 years of M&E experience in the development sector, having a Master's degree in social sciences, development studies or any other relevant discipline, with broad knowledge of the development sector and gender issues. Demonstrated experience of developing tools and systems for, and building capacity of others in skills related to program tracking and documentation. Knowledge of monitoring and evaluation methodologies, including logical models, conceptual frameworks, and assessment/evaluation. High proficiency in Microsoft Word, Microsoft Excel, share point, Powerpoint, MIS, SPSS etc. Preferred knowledge of mobile data collection tools (such as Kobo Collect, Comm Care or any relevant one). Effective, high-quality communication, writing, and interpersonal skills are essential, and local language is a plus. Dynamic self starter; highly motivated, comfortable in taking initiatives and able to work with minimum supervision. Women candidates are strongly encouraged to apply.

Period of assignment

Regular employment opportunity with a fixed term contract.

How to apply?

Email your CV with cover letter and 'MEAL Officer in subject line by **27 November 2020** to: HR@aan.org.pk