

INTERNATIONAL PLANNED PARENTHOOD FEDERATION (IPPF)

JOB DESCRIPTION

| | | | |
|---|-------------------------------|-----------------------------------|---|
| Job Title: | | Division: | |
| M&E Advisor– Restricted Programs | | ESEAOR MA Support and Development | |
| Responsible to: | Location: | Date: | Contract Basis: |
| Senior Lead – Regional Program Delivery | Kuala Lumpur, Malaysia ESEAOR | October 2024 | Fixed term contract to June 2028, with possibility of extension |

1. JOB PURPOSE

IPPF is seeking an experienced **M&E Advisor– Restricted Programs** to provide high quality oversight and support to two large, multi-country donor funded programs by the East and South-East Asia and Oceania Region (ESEAOR) and South Asia Regional Office (SARO).

One program, RESPOND, is funded by the Australian Government, and the other is a prospective program funded by a foundation. These restricted programs both have a strong focus on sexual and reproductive health and rights (SRHR) service delivery and require detailed data management and impact reporting to the respective donors.

This role will be responsible for successfully tracking implementation progress against the two program Results Frameworks, working closely with IPPF Secretariat staff in two regions and Member Associations (MAs) in countries that are included in the programs.

The M&E Advisor – Restricted Programs will be the principal data and M&E focal point for the restricted programs and will liaise with Secretariat colleagues, MAs and the relevant donors as required to respond to queries. The M&E Advisor – Restricted Programs will support and work with the Senior Performance, Learning & Impact Advisor in maintaining a robust and transparent data management system that facilitates evidence-based decision-making both at the MA and the Regional levels.

The ideal candidate will possess strong capacity development and training skills to enable them to support MA staff with collection, reporting, verification and analysis of significant amounts of data on a regular basis.

Some in-country travel is included in this role, but much of this capacity building and support will need to be done remotely. Therefore, clear communication, and the ability to support and build the monitoring and evaluation (M&E) capacity of MA staff, will be a key part of this role.

2. KEY TASKS & RESPONSIBILITIES

Member Association M&E and data support and capacity building:

- Support MAs included in the restricted programs to collect, review, and report program data in an accurate and timely manner.
- Facilitate processes for MAs to develop robust reporting against the indicators in the program-specific results frameworks.
- Develop, rollout and/or provide training in program-specific data collection and reporting guidelines and tools, including DHIS2.
- Provide support and capacity building of MA staff in data collection, management, verification and analysis.
- Support MAs to use data for program management and improvements, including for decision making, programmatic learning, resource mobilization, accountability and policy.
- Review MA program work plans and strategies, in collaboration with program management colleagues and technical teams.
- Lead in formulating an M&E system that stimulates learning and measurement of program progress, including through the DHIS 2 system.

Ensure data quality:

- Consolidate, verify, and analyse program service statistics in accordance with program results frameworks, and tracking performance against targets set for key indicators.
- Monitor MA use, functions and reporting through their electronic Clinic Management Information System (eCMIS) and through DHIS-2.
- Conduct country-level data quality and monitoring assessments both remotely and in-country.

Analyse and present program data:

- Package MA program outputs relating to the programs and share them with the MA management teams, program teams, and other stakeholders periodically.
- Contribute to the production of reports for RESPOND, IPPF and others as required, including preparing and forensically reviewing and verifying all country level data for donor reporting.
- Provide regular updates, including written reports, on key M&E findings and program indicators.

Support learning across IPPF:

- Support key decision makers to use the program data effectively for internal learning and decision making.
- Collaborate and closely work with the AOCs and Regional PLI leads in ESEAOR and SARO in maintaining a robust and transparent data management system in the regions.
- Build and maintain positive relationships with all members of staff and stakeholders within and outside the Federation.

Teamwork:

- Work closely with other members of the Program Management Unit (PMU) to ensure the smooth running of programs.
- Contribute to relevant meetings with others from ESEAOR and SARO as required.
- Undertake any other reasonable duties as may be requested from time to time.

3. EDUCATION & QUALIFICATIONS

- Relevant qualifications or significant experience in data management, statistics, or computer science, ideally with a focus on data for SRHR, health or other areas of social sciences
- Conversant with Computer packages for data analysis such as SPSS, DHIS2, EpiInfo, Stata, SAS etc. and high level excel expertise
- Experience in qualitative as well as quantitative data analysis and dissemination

4. KNOWLEDGE, SKILLS AND ABILITIES

Professional Experience

- Success in designing, implementing, and operating program M&E systems from program initiation to closeout stages
- Experience with data management practices and procedures for large-scale, multi country programs with a health service delivery focus
- Experience developing and implementing procedures and practices to ensure data quality and verification, including data quality assessments
- Experience using DHIS2 for data collection, reporting and visualization
- Experience in donor reporting of program data and broader M&E updates
- Experience in utilising data for decision-making, strategizing and course correction in program delivery
- Experience using supportive approaches to building capacity at service delivery points and with country teams to accurately record, document, report and use data
- Individuals with previous NGO experience and working on multi-country projects or programs will have added advantage

Skills and Knowledge:

- Strong organizational skills necessary to multitask and meet tight deadlines.
- Good understanding of development and/or global health issues.
- Knowledge of major evaluation methodologies (e.g., qualitative, quantitative, and mixed method) and data collection and analysis methodologies.
- Strong analytical and problem-solving skills
- Strong interpersonal skills and a team player
- Fluent English language skills (verbal and written)

5. PERSONAL VALUES

- Alignment with IPPF values, vision and mission
- Understanding of and a commitment to safeguarding, including child protection
- Supportive of a woman's right to choose and to have access to safe abortion services

Applications must be submitted in **English and by CV and application form.**

Completed applications should be emailed to pali@ippf.org stating the job title in the subject header of your email and where you saw the vacancy advertised. **We regret only shortlisted candidates will be acknowledged.**

Closing date: 15th November 2024

Applications are particularly encouraged from candidates openly living with HIV. IPPF is committed to equal opportunities and cultural diversity. Candidates from all sections of the community are welcome to apply.
