



The Lutheran World Federation Myanmar Program

JOB Announcement

Position title: Planning, Monitoring, and
Evaluation Coordinator
Responsibility level: Grade 6
Report to: Program Coordinator
Duty station: Yangon

Background

LWF proactively works with partners to address displacement, poverty, and injustice, including promotion of gender equality and climate resilience

The Lutheran World Federation (LWF) Myanmar is an international non-governmental organization serving the people of Myanmar since 2008. We are a rights-based humanitarian and development organization. Therefore, at the center of everything we do are the people involved in and affected by our work: internally displaced persons, returnees, host communities, the poor, and marginalized populations. LWF Myanmar engages with and supports duty bearers while empowering partner individuals, households, and community development organizations to claim their rights. Within the present LWF Myanmar Strategy 2019-2024, our work spans the realms of humanitarian assistance, recovery, and long-term development, building upon three interrelated programmatic areas: Livelihoods; Quality services; and Protection and social cohesion.

Job summary

Under the direct supervision of the Program Coordinator, the incumbent is responsible for the functionality of the planning, monitoring, and evaluation functions of LWF Myanmar. The PME Coordinator co-leads (with Program Coordinator) in the development and roll-out of PME related guidelines, tools, and systems. S/he will monitor their application to ensure appropriate update and utilization, as well as utilizing data to maximize programmatic impact. The incumbent manages the country office monitoring and evaluation of its strategic and operational plans, in coordination with counterparts in Geneva headquarters, and oversees the institutional data archiving and project management system, *newdea*.

The PME Coordinator leads the Monitoring & Evaluation Team, comprised of program and project-level staff in Yangon and field offices, while working closely with other program staff in Yangon and field office staff. Although based in Yangon, the incumbent will be required to undertake frequent coordination, mentoring, and analytical visits to field offices in Chin, Rakhine, and Kayin States.

Main responsibilities

Areas of responsibility	Performance expectations
Plan and oversee LWF Myanmar planning, monitoring, evaluation, and reporting activities	<ul style="list-style-type: none">• Develop and implement an annual monitoring, and evaluation workplan• Assist the Management Team in the development and/or update of Country Strategy• Coordinate and oversee development of M&E plans for all projects• Emphasize process evaluations combined with endline evaluations for projects; reduce reliance on stand-alone endline evaluations, and help see to this during proposal development and budgeting

	<ul style="list-style-type: none"> • Provide substantial input on PMER during development of funding proposals
Strengthen and ensure implementation of the planning, monitoring, and evaluation framework in the LWF <i>newdea</i> system	<ul style="list-style-type: none"> • Develop and maintain the Country Results Framework, in alignment with LWF global Collective Outcomes Framework 2019-2024, Country Outcome Framework, and Country Annual Targets in the <i>newdea</i> system • Ensure each project is aligned to Country Annual Targets in the <i>newdea</i> system • Support the program team and finance teams – at Yangon and field offices – in the development of annual output plan and Annual Work Plan and Budget for each project, in the <i>newdea</i> system
Strengthen staff capacities in implementing planning, monitoring, and evaluation	<ul style="list-style-type: none"> • Facilitate trainings and provide mentoring to all relevant staff to ensure basic knowledge of planning, monitoring, evaluation, and reporting • Ensure every project has a specific M&E plan, including data capture, data management tools, and standard operating procedures • Orientate all LWF Myanmar staff on required tools and systems that support improved project management aligned to monthly data reporting cycle • Train staff on undertaking surveys, including for Indicator Tracking Sheet for outcome monitoring, and using mobile application technology such as KoBo • Provide technical guidance to project teams to ensure timely and effective semi-annual community and household assessments • Join and provide technical input to the regular program and finance reviews • Coordinate and provide technical support to studies and project evaluations • Conduct periodic field visit monitoring of monitoring and evaluation systems and provide feedback / guidance to staff and managers • Review staff Job Descriptions to ensure that planning, monitoring, evaluation, and reporting responsibilities are consistent and appropriate
Oversee or assist the development of planning, monitoring, and evaluation guidelines, systems, and tools, and support their implementation	<ul style="list-style-type: none"> • Take the lead in developing and rolling-out planning, monitoring, and evaluation tools and standard operating procedures that are consistent across all projects • Make sure that all the required forms, tools, and standard operating procedures are made available to all relevant staff • Ensure functioning systems for data capture on all projects, input to project data systems, and consistent monthly availability of Monthly Activity Monitoring Report • Provide technical inputs in the development and review of all relevant program guidelines • Improve the quality of project baseline, periodic survey, and endline data collection tools and methods • Coordinate with and/or directly supervise evaluation consultants
Lead the Planning, Monitoring, and Evaluation Team	<ul style="list-style-type: none"> • Manage the Planning, Monitoring, and Evaluation Team with a focus on building staff capacity and a team spirit across Yangon and the field offices
Improve accountability and learning	<ul style="list-style-type: none"> • Review guidelines, forms, and standard operating procedures for Complaints and Response mechanisms • Oversee implementation of the Complaints and Response mechanism • Proactively recommend and follow up on opportunities for including research and documentation of best practices across the program,

	including through use of case studies and process evaluations, and work with colleagues to publish in peer-reviewed journals
Additional tasks	<ul style="list-style-type: none"> • Actively network with government, UN Agencies, INGOs, LNGOs, and consultants to exchange experience and provide technical advice • Perform any additional tasks assigned by direct supervisor

Required qualifications and experience

At least Master's degree, in social science, development studies, business administration, project management, and relevant areas. At least 5-7 years working experience with UN agencies, I/LNGOs, or governments related to development, humanitarian, and advocacy work. Experience working in the field with partner communities and field offices.

Required skills and competencies

- Knowledge of Quality Assurance, PMER, research, leadership and management, strong coordination, team work, commitment, problem solving, analytical skills, training facilitation, and report writing
- Computer literacy in data management and analysis programs: advanced Excel, R, SPSS, Access, online PMER applications, and/or mobile data collection applications (e.g. KoBo, CommCare, Magpi)
- Strong people skills with ability to work across projects, diverse teams, and offices
- Excellent English writing and communication capacity; ability to easily use Myanmar language keyboard

LWF Myanmar has immediate vacancy for this position. Therefore, Myanmar citizens fulfilling the above requirements are requested to submit an application letter; full CV; copy of NRC; a recent photo; name and contact details of 3 references (one reference must be from current employer); your email and / or telephone number and address. Applications not containing these documents will not be shortlisted.

Lutheran World Federation is an equal opportunity organization, and qualified women are encouraged to apply.

For detailed information of LWF Myanmar Program, please visit <https://myanmar.lutheranworld.org>

Applications can be submitted via email hr.lwf.mm@gmail.com or at any one of the following Lutheran World Federation Myanmar offices.

1) LWF- Yangon Office
No.11, Kan Street, (6) Ward, Hlaing Township, Yangon.

2) LWF– Sittwe Office
House No.278,Thit Sar Street, North San Pya Ward, Pyi Taw Tar Quarter, Sittwe, Rakhine State, Myanmar

3) LWF – Chin Office
No.552, Tha Khin Aung Min Street, West Ward, Mindat Township.

4) LWF – Kayin Office
No. 6/833, Corner of Sein Si Mya Street and Hpa Yar Street, 6 Ward, Hpa An Tsp.

5) LWF– Ann Office
No. (16), Yadanar Street, 5 Ward, Ann Township.

Note: Only shortlisted candidates will be contacted for written test and interview. The shortlisted candidates have to bring the updated education certificates for interview.

Application Deadline: 12 August 2019; 5:00 pm