

## Term of Reference

### Job Specification

Title	Monitoring and Evaluation Lead
Location	DKI Jakarta
Contract Type	Full Time
Report to	Executive Director
Contract Duration	6 months with possibility of extension
Estimated Start Date	August 2017
Application Closing Date	5 August 2017

### Position Purpose/Objective

Responsible for establishing and implementing an effective system to monitor progress, impacts and successes of project activities and performance at all levels

### Accountability / Working Relationships

Monitoring and Evaluation Lead works closely with other program's teams and beneficiaries. Monitoring & Evaluation Lead is responsible to Executive Director

### Specific Duties & Responsibilities

The Monitoring and Evaluation Officer will have the following duties and responsibilities:

1. Develop and strengthen monitoring, inspection and evaluation procedures
2. Monitor all project activities, expenditures and progress towards achieving the project output;
3. Recommend further improvement of the logical frame work;
4. Develop monitoring and impact indicator for the project success;
5. Monitor and evaluate overall progress on achievement of results;
6. Monitor the sustainability of the project's results;
7. Provide feedback to the Project Manager/ Team Leader on project strategies and activities;
8. Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
9. Provide inputs, information and statistics and other report
10. Support monitoring and evaluation of the effects and impact of the project;
11. Assist in coordinating across the available components of the Project to ensure effective implementation of M&E/MIS;
12. Assist the project personnel with M&E tools and in supporting them in their use.
13. Perform other duties as required;

## Qualification

### 1. Education & Knowledge:

- Minimum hold a bachelor degree in any major (having master degree in monitoring and evaluation will be an advantage)
- Excellent knowledge of monitoring and the application of methodology: Good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities;

### 2. Experience:

- Have a proven work experience in monitoring and evaluation
- Have a work experience working in a project funded by UN/ DFAT will be advantage

### 3. Language:

- Excellent in Indonesian & English language (written and spoken)

### 4. Personal Skills & Ability:

- Excellent communication skills (written and oral): Sensitivity to and responsiveness to all partners, respectful and helpful relations with donors and project staff.
- A sharp analytical thinking to evaluate the program and providing input
- Good statistical skill
- Good attention to detail
- Have a high integrity and professional in doing the job