

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
(IPPF)**

JOB DESCRIPTION

Job Title:		Division:	
Monitoring and Evaluation Officer, Global Comprehensive Abortion Care Project (GCACP), European Network Regional Office, IPPF Fixed term to 31/12/2010		Programme and Advocacy	
Location:	Responsible to:		Date:
Brussels	Programme Manager		April 2009
1. JOB PURPOSE			
Describe why the job exists.			
<p>To be responsible for the monitoring and evaluation of the regional and Member Association (MA) projects funded through the Global Comprehensive Abortion Care Project (GCACP) and track progress towards achieving the project objectives. The main responsibilities of the position include: the development of monitoring and evaluation systems and of processes and tools; provision of training and technical assistance to participating Member Associations (in Albania, Armenia, Bosnia and Herzegovina, and Kyrgyzstan) in monitoring and evaluating abortion projects; monitoring and support to the implementation of the clinical management information system developed for the project.</p> <p>The position requires frequent travel to the MAs participating in the project.</p>			
2. KEY TASKS			
Describe the <i>main</i> activities undertaken by the job holder. The list need not be exhaustive, but should reflect the most important features of the job.			
<ol style="list-style-type: none"> 1. Establish and implement the Regional GCACP monitoring and evaluation system and tools for the ongoing review of projects in the region, using approved indicators and targets, to measure progress and make recommendations for improvement. 2. Ensure consistency of the regional GCACP monitoring and evaluation system and tools with the IPPF global GCACP monitoring and evaluation system and tools. 3. Work with the Monitoring & Evaluation Officer - GCACP in IPPF central office to introduce and implement the newly developed Clinical Management Information System (CMIS) to ensure proper and accurate collection of performance data from the MAs' implementing the project. 4. Build the capacity of the MAs and support them to effectively introduce and maintain the CMIS. 5. Build the capacity of the MA staff involved in monitoring, evaluation, and data collection. This includes initiating, organising, participating in, and/or conducting training sessions and evaluation workshops. 6. Support regular data collection, conduct analysis of data and prepare reports in collaboration with the GCACP Team, Central Office. 			

7. Support the implementation of baseline and other surveys, such as project reviews, and mid-term and end-of-project reviews.
8. Ensure compliance with the requirements of the reporting systems for preparing project reports as per the Donor formats/requirements.
9. Prepare for presentation and distribution to stakeholders: data, lessons learned, best practices, and the statistical, qualitative, and anecdotal evidence provided by the GCACP activities.
10. Write a variety of documents and analytical reports, e.g. data summaries, workshop reports, etc.
11. Support the MAs in the revision of work plans and strategies.
12. Contribute to: the Regional Office's Annual Performance Reviews including the review and use of IPPF-wide abortion service statistics; Annual Programme Budget (APB) and Annual Report (AR); the regional office review of the APB and AR of the four MAs participating in the project.
13. Build and maintain positive relationships with all members of staff, and contacts within and outside the Federation.
14. Undertake any other reasonable duties as may be requested from time to time.

3. RESPONSIBILITIES

Describe: a) staff responsibilities carried out by the job holder.

None

b) financial responsibilities carried out by the job holder.

- Participate in the monitoring and evaluation component of the annual budget of projects funded through the GCAC project.
- Monitor expenditure on monitoring and evaluation at Regional Office and MA level.

c) advisory responsibilities carried out by the job holder.

- To update and advise regional office on all aspects of monitoring and evaluation.
- To advise colleagues and Member Association staff on all aspects of monitoring and evaluation.

4. EDUCATION & QUALIFICATIONS

Describe the likely educational/training background of the job holder.

The post holder must have a degree in a social science, development or health related subject, or equivalent standard of education.

5. PROVEN ABILITY

Describe the minimum level of professional experience required to do the job.

- Developed application in the evaluation and / or operational research of programmes, to include the design and implementation of evaluation strategies on both the clinic and organizational levels.
- Development and delivery of training in M&E
- Knowledge of sexual and reproductive health issues in Eastern Europe and Central Asia.

6. SKILLS

Detail the skills needed to do the job, *including* languages.

- Excellent interpersonal and communication skills required to train / coach staff and give occasional presentations.
- Excellent written communication skills.
- Strong analytical skills including analysis of both quantitative and qualitative data.
- Excellent organisational and time management skills required to meet deadlines.
- Ability to work independently and as part of a team.
- Excellent Information Technology skills.
- Fluent English essential. Fluency in Russian is desirable though not essential.

7. PERSONAL COMPETENCE

Describe the characteristics of effective job performance, eg. sound judgement, ability to maintain confidentiality.

- Willing to travel within, and outside the Region - about 50 days a year.
- Cultural sensitivity
- Pro-choice

Signed:
Job Holder

Date:

Signed:
Supervisor

Date:

Signed:
Next Highest Authority

Date: