

Monitoring and Evaluation Specialist.

Job Description:

Institute of Social and Policy Sciences (I-SAPS) is mandated to undertake multi-disciplinary research, developing human resources, informing public policies, optimizing development initiatives, and engaging state and market actors for sustainable development. I-SAPS is engaged in research and analysis, policy dialogues and advice, teaching and capacity building, and providing technical assistance support to public, private and development sector organizations and their staff. The Institute also engages in development projects at selected geographical areas. I-SAPS is currently undertaking an initiative titled 'Improving Girls Education Activity (IGEA) in Pakistan in Khyber Pakhtunkhwa including newly merged districts. For the implementation of project activities, I-SAPS is hiring Monitoring and Evaluation specialist at Peshawar office.

Specific Responsibilities:

The Position will be based in Peshawar. The Position will be responsible to:

- Develop monitoring and evaluation framework for the project.
- Oversee technical and methodical aspects of the monitoring, evaluation of various activities of the project.
- Develop monthly and quarterly data collection plan in collaboration with other team members.
- Develop of design and methodology aspects including sampling plan and data analysis plan.
- Development of data collection instruments/tools and oversee and assure quality of their translation. The expert will ensure that the tools and other data collection materials sufficiently cover the needs of the exercise.
- Finalize the design documents (tools, sampling plan, and analysis plan) as per the feedback of project management.
- Undertake field team training on data collection tools and instruments. Administer checks during training to testify and approve the field staff before mobilisation for the field work/data collection.
- Supervise and oversee fieldwork and undertake monitoring visits if and as required.
- Contribute to the development of and data entry, as well as the organizational structure of the output files, analysis/tabulation plan of the monitoring and evaluation in consultation with the Data Analyst.
- Undertake quality assurance of the data analysis and tabulation.
- Development quarterly reports and ensure their quality.
- Undertake initial finding debriefing discussion with the project management.
- Present findings to the project management and other stakeholders.
- Ensure submission of the finalized report and all related deliverables to project management, with due consideration to full compliance with the requirements of the project management.
- The position will report to the project director and work closely with the technical team.
- Participate in meetings as and when required.
- Any other task assigned by the supervisor.

Qualifications/Experience:

- 4 Years Bachelor/Masters' Degree or relevant advanced degree in Public Policy, Social Sciences or Humanities.
- At least 5 years' experience in the relevant field.
- Proficient in MS Office, MS Word, etc.
- Good writing skills in English, especially report writing.
- Advocacy and communication skills.

Apply:

Please send your CVs to hrs@i-saps.org by September 23, 2022.