

## **Monitoring, Evaluation and Learning Expert**

**Form of Employment:** Full time

**Location:** Islamabad, Pakistan

### **Background:**

The Institute of Social and Policy Sciences (I-SAPS) is a policy research and advocacy institute working across Pakistan in a number of research areas, including education, disaster risk reduction, peace and stabilization, health and climate resiliency. I-SAPS undertakes multi-disciplinary research, develops human resources, informs public policies and engages the state and market in informed policy dialogues for sustainable development. Research, policy support and services offered by the institute are available to public, private and development sector organizations and their staff.

I-SAPS is seeking the services of a full time Monitoring, Evaluation and Learning (MEL) expert for its head office in Islamabad. I-SAPS seeks an individual with a comprehensive understanding of monitoring and evaluation frameworks, and with the capacity to conduct rigorous data analysis, and facilitating organizational learning.

### **Tasks and Responsibilities:**

As a MEL expert, your tasks would be the following:

- **Develop and Implement Monitoring and Evaluation Frameworks:**
  - Design and implement comprehensive monitoring and evaluation frameworks aligned with project objectives, utilizing a mix of qualitative and quantitative data collection methods.
  - Develop data collection tools, such as surveys, questionnaires, and interview guides, to effectively monitor and evaluate program outcomes and impact.
  - Ensure the timely collection, analysis, and reporting of relevant data for ongoing monitoring and evaluation activities.
  
- **Data Collection and Analysis:**
  - Coordinate and oversee data collection activities, including surveys, interviews, focus groups, and field observations.
  - Analyse and interpret qualitative and quantitative data using appropriate analytical techniques and software.
  - Identify patterns, trends, and insights from data analysis and contribute to the development of research reports and publications.



- **Design and Implement Data Collection Systems:**
  - Design and implement robust data collection systems, including the development of data collection protocols, data collection instruments, data management tools, and data quality assurance mechanisms.
- **Support Baseline and Endline Assessments:**
  - Coordinate and oversee baseline and endline assessments to establish program benchmarks and measure project outcomes.
  - Develop survey instruments and sampling strategies for baseline and endline data collection, and analyze the data to assess program impact over time.
- **Conduct Data Quality Assessments:**
  - Implement data quality assessments to ensure the accuracy, reliability, and validity of collected data.
  - Provide guidance on data cleaning and data validation processes, addressing data discrepancies and ensuring data integrity.
- **Impact Evaluation:**
  - Lead and manage impact evaluation studies to assess the long-term effects and overall impact of programs and projects.
  - Oversee the collection and analysis of data to measure program outcomes and impact on target beneficiaries and communities.

## **Core Values and Competencies**

### **Core Values:**

The following values form the foundation of I-SAPS' internal culture and alignment with them is a necessary prerequisite for consideration:

- Human Dignity
- Respect for Diversity
- Honesty and Integrity
- Transparency

### **Required Skills and Experience:**

The following skills and experience will be required to be eligible:

- Bachelor's / Master's degree, or above, in social sciences, development studies, economics, or a related discipline.



- Minimum experience of 5 to 7 years in monitoring, evaluation, and learning roles preferably within the development sector.
- Strong understanding of monitoring and evaluation methodologies, including experience with both quantitative and qualitative data collection and analysis techniques.
- Proficient in data analysis tools and software.

### **Functional Competencies**

- Excellent analytical and problem-solving skills, with the ability to synthesize complex information and draw actionable insights.
- Experience in developing and implementing monitoring and evaluation frameworks for research or development projects.
- Strong communication and interpersonal skills, with the ability to effectively collaborate with multidisciplinary teams and stakeholders.
- Experience in delivering training and capacity building activities on MEL concepts and tools.
- Excellent analytical skills with the ability to critically evaluate disaster risk reduction and climate resiliency and propose innovative solutions.
- Experience in managing research projects, coordinating team members, and delivering results within designated timelines.

### **What we offer:**

I-SAPS offers meaningful opportunities to work as part of a diverse organization having international and national presence. As part of a team of renowned experts and researchers, you will have the opportunity to contribute to impactful research initiatives and communicate findings to diverse audiences. Furthermore, you will play a role in informing the policy making process in Pakistan. The remuneration will be finalized based on prior experience and candidate's core competencies.

### **How to apply:**

If you are interested in applying for this position, please send your application (cover letter and CV) to [hrs@i-saps.org](mailto:hrs@i-saps.org). Please include “**Monitoring, Evaluation, and Learning Expert**” in the subject line. Please note that only shortlisted candidates will be contacted for an interview. I-SAPS is committed to diversity and does not discriminate in employment based upon gender.

### **Institute of Social and Policy Sciences (I-SAPS)**

Street Address: 12-Mauve Area, G-8/1, Islamabad, Pakistan Mailing Address: P.O. Box: 1379, Islamabad UAN: +92-51-111-739-739 Fax: +92-51-2289425