

Statement of Work: Senior Research Monitoring and Evaluation Consultant

Introduction:

Ipas is an international non-governmental organization (INGO) which works to assist the Government of Pakistan in achieving the country's commitment towards the Sustainable Development Goal 3 (good health and wellbeing). Founded in 1973, Ipas is a pioneering global organization that developed the manual vacuum aspirator technology for safe uterine evacuation, which is endorsed by the World Health Organization and by various countries including Pakistan. In Pakistan, Ipas seeks to support the government and development partners' efforts to reduce maternal mortality and morbidity associated with complications due to unsafe practices. It collaborates with provincial governments to provide technical assistance and support for strengthening the public and private healthcare system.

- 1. Reports to:** Head of Programs
- 2. Period of Performance:** 9 months
- 3. Location:** Ipas Pakistan Country Office, Islamabad, Hybrid model (at least 3 days each week in-person availability is required)
- 4. Statement of Work:**

Ipas seeks to hire an experienced research, monitoring and evaluation (RM&E) professional for the position of Senior RM&E Consultant. This position will be responsible for planning and implementing the monitoring, evaluation and research activities of Ipas program and individual projects. The position will lead the technical approach, planning and coordination of Ipas' assessments and evaluations, development and dissemination of knowledge products. Success in this role will depend on subject-matter expertise in monitoring and evaluation (frameworks, methodologies, indicators and tools), solid understanding of the Sustainable Development Goals and associated national priority targets, the DAC evaluation criteria, data collection, analysis and reporting. Additionally, strong presentation, representation and communication skills will aid the post-holder in informing and strengthening collaboration with internal and external stakeholders. Strong critical thinking, problem-solving skills and a commitment to continuous learning to strengthen the quality assurance mechanism of the program are essential for satisfactory performance in this position.

Primary Responsibilities:

MONITORING AND EVALUATION:

- Ensure the implementation of M&E system and databases for the Ipas Pakistan program.
- Attend to the continuous development of databases, business analytics and dashboards and utilizes these to provide reliable and timely insights for programe reflection and decision-making.
- Recommend and implement fit-for-purpose information systems to provide relevant, timely and high-quality routine monitoring data.
- Develop M&E guidance documents and tools.

- Develop and review robust M&E plans, methodologies and frameworks.
- Lead M&E activity budgeting, monitoring of project timelines.
- Lead project reporting to Ipas and external donors, subject to prior review of HoP and CD, in compliance with Ipas and donor policies and requirements.
- Coordinate the preparation of program reports required for submission to government authorities, subject to review of HoP and authorization of CD.
- Provides evidence-informed inputs for the development of high quality funding proposals and concept notes.

ACCOUNTABILITY, LEARNING and KNOWLEDGE MANAGEMENT:

- Identify and mitigate risks associated with R&MEAL activities, ensuring compliance with organizational policies and procedures.
- Develop and strengthen community accountability mechanism through a systematic feedback and complaint reporting system
- Foster a culture of learning within the organization, promoting the use of data and evidence to inform decision-making.
- Identify and document best practices, lessons learned, and areas for improvement, and disseminate these findings to relevant stakeholders.
- Develop and implement learning agendas, ensuring that R&MEAL activities address key knowledge gaps and priorities.
- Ensure that R&MEAL findings and recommendations are integrated into program design, implementation, and policy decisions.
- Develop knowledge products for internal and external dissemination in collaboration with and under guidance of the Head of Programs and Country Director (CD).
- Identify and foster opportunities for internal learning and capacity building.
- Collaborate with internal and external stakeholders to identify and address knowledge gaps, and to promote the use of evidence-based practices.

PRESENTATION:

- Present monitoring results and advice to donors and other external audiences.
- Collaborate with international, regional and national-level institutions, working groups, and experts on routine monitoring related issues to ensure that Ipas is using the latest technical developments and best practices.
- Represents Ipas at external meetings and conferences, as assigned.

Travel:

- An estimated 30% of time may be required for travel to Ipas program activities in Pakistan including in ICT, Punjab, Sindh and KP for the fulfilment of the above-mentioned duties.

OTHER TASKS:

- Perform any other duties as assigned by the supervisor or the CD.
- Travel as and when required with supervisor's or CD's approval.

PEOPLE MANAGEMENT:

- Manage the team, setting team targets and individual key performance indicators and manage performance to ensure high quality and timely results.
- Enhance team capacity through supervision, feedback, support and professional development opportunities.

5. Requirements

Minimum

- Advanced degree in public health, research methodologies, epidemiology, social work, monitoring & evaluation, demography, biostatistics, statistics, analytics or other relevant discipline.
- At least 15 years' experience in monitoring and evaluation.
- Applied knowledge of quantitative and qualitative monitoring and evaluation methodologies
 - Strong understanding of compliance requirements and ethical considerations when conducting research, assessments
 - Knowledge of sampling approaches
 - Quantitative skills including demonstrated ability in the collection, analysis and presentation of quantitative data.
 - Demonstrated expertise in data analysis, managing online databases to ensure easy access to data and data reports; Demonstrated ability to perform robust data extraction from internal and external information systems.
 - Demonstrated ability to portray complex data sets in easy-to-understand formats including visualizations.
 - Demonstrated ability to perform complex data analytics utilizing Microsoft Excel, STATA, Epi Info; and/or software; and make recommendations based on findings
 - Demonstrated ability to perform complex data analyses and make recommendations based on findings;
 - Experience in program planning and coordination
 - Ability to meet deadlines with strong attention to consistency, detail, and quality
 - Sensitivity to cultural differences and understanding of the political, economic and ethical issues surrounding reproductive health matters among key populations
 - Experience in workshop and meeting facilitation and planning
 - Good representation skills
 - Excellent writing skills in English

- Fluent in English and Urdu
- Experience working in a non-profit organization
- Attention to detail and ability to produce high quality outputs under tight deadlines
- A proactive approach to setting goals, workplans and achieving targets on time
- A conscientious attitude to performing assigned tasks to a high standard
- Commitment to Ipas' mission and core values
- Strong interpersonal skills and the ability to work successfully in a cross-cultural, team-based global environment.

Preferred

- Qualification in a medical or public health, social sciences or equivalent field
- Experience of having worked in the Pakistan health system (public or private)
- Prior experience of working in the reproductive health field with development sector
- Strong understanding of the SDGs and how to ensure alignment of program indicators with national priority targets
- Experience of conducting clinical trials
- Knowledge of quality-of-care standards in reproductive healthcare