M&E Coordinator

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| * **Job Location**: Khanewal, Multan
 | * **Positions**: 2
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| * **Experience**: Minimum 3 years
 | * **Last Date to Apply**: 21 January 2025
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**Background**

A consortium of two national NGOs has partnered with Government of the Punjab to implement a two- and half-year health project in Multan and Khanewal districts. The projects aim at improving the accessibility of the BISP beneficiaries married women (15-49 years) with family planning services. The goal is to reach eligible married women of reproductive age (MWRA) in BISP households and educate them about the benefits of healthy timing and spacing of pregnancies.

**Job Purpose**

The **M&E Coordinator** will lead and oversee project monitoring and evaluation, develop accountability plans for staff, and transform field learnings into actionable improvements. This role involves developing and implementing robust monitoring systems, supervising field interventions, and ensuring that project deliverables align with established timelines.

**Key Responsibilities**

* Supervise Monitoring & Evaluation Officers at the tehsil level to ensure effective implementation of project activities.
* Provide mentoring and technical guidance to field teams through regular visits.
* Develop monitoring indicators and a tracking system for project interventions.
* Prepare and implement comprehensive monitoring plans for interventions, including BISP beneficiary registration, FP services, e-voucher schemes, and reproductive healthcare services.
* Design and utilize tools to monitor and evaluate program activities and outputs effectively.
* Create detailed monitoring reports, identifying challenges and proposing actionable solutions to achieve project goals.
* Collect and manage monthly and quarterly project progress reports, ensuring alignment with targets.
* Develop and monitor mechanisms for FP commodity stock management to ensure sustainability and availability.
* Gather feedback from BISP beneficiaries on key interventions such as e-voucher management systems, referral systems, and FP supply distribution.
* Verify field payments made via e-vouchers or cash to Mother Ambassadors and Private Providers (PPs).
* Conduct regular weekly/monthly field visits to monitor and guide project activities, ensuring adherence to quality standards and timelines.
* Provide technical monitoring and progress reports to stakeholders, with observations and recommendations after consultation with the Project Director (PD) and Deputy Project Manager (DPM).

**Qualifications**

Minimum 16 years of education (M.Sc./MS/M.Phil.) in Social Sciences, Management Sciences, or an equivalent degree from an HEC-recognized institution.

**Experience**

At least 3 years of experience in leading MEAL (Monitoring, Evaluation, Accountability, and Learning) or M&E functions in reputable national or international organizations managing donor-funded projects.

**Skills**

* Strong planning and management capabilities.
* Sound analytical and quick decision-making skills.
* Expertise in data handling and analysis.
* Ability to lead diverse teams in challenging operational contexts.
* Excellent interpersonal and relationship management skills.
* Exceptional report writing and strategic communication abilities.
* Capacity to manage high-level internal and external relationships.
* Self-motivated and capable of working with minimal supervision.

**Competencies**

* Proven ability to lead monitoring and evaluation teams effectively.
* Expertise in designing and implementing M&E frameworks for donor-funded projects.
* Analytical skills to evaluate field data and identify areas for improvement.
* Strong communication skills for reporting and stakeholder engagement.
* Commitment to high-quality program implementation and learning.

**Note:** Organization has a zero-tolerance policy with regard to Sexual Exploitation and Abuse by Organization’s personnel against the people they serve. All forms of sexual exploitation and abuse are incompatible with the universally accepted norms, values, principles and standards that underpin in Organization. Protection from Sexual Exploitation and Abuse (PSEA) is the responsibility of everyone and all selected candidates will be required to comply with the Organization PSEA Policy at all times. Selected candidates will therefore undergo rigorous reference and background checks against their past behavior related to sexual exploitation and abuse, and may be required to provide additional information further on in the selection process.