Monitoring and Evaluation Officer

|  |  |
| --- | --- |
| * **Job Location**: Khanewal, Multan | * **Positions**: 5 |
| * **Experience**: Minimum 2 years | * **Last Date to Apply**: 21 January 2025 |

**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 Monitoring and Evaluation (M&E) Officer will oversee the implementation of monitoring mechanisms and tools, ensure project activities are aligned with goals, and provide regular updates to inform decision-making and project improvements. The officer will conduct field visits, gather stakeholder feedback, and prepare detailed reports.

**Key Responsibilities**

* Prepare and implement monitoring plans for project interventions, ensuring timely data collection and analysis.
* Conduct regular field visits to verify project activities align with goals and objectives.
* Develop and use monitoring tools/mechanisms for project components, such as e-voucher schemes and FP (Family Planning) services.
* Monitor FP commodity stock management to prevent shortages or wastages.
* Meet with beneficiaries to gather feedback on interventions, including e-voucher and referral management systems.
* Analyze beneficiary feedback to inform reporting and project improvements.
* Provide technical mentoring during field visits and prepare detailed monitoring reports.
* Develop monitoring reports against predefined indicators in the project’s logical framework.
* Facilitate internal and external monitoring visits and evaluations.
* Conduct training for healthcare service providers and project staff to ensure compliance with plans and tools, including mobile applications.
* Guide BISP beneficiaries on mobile application use and train healthcare providers on updating beneficiary data.
* Track project milestones and indicators, maintaining detailed records of interventions.

**Skills Required**

* Strong planning, management, and implementation skills.
* In-depth knowledge of M&E methodologies and techniques.
* Proficiency in analytical tools like SPSS and data management systems such as MS Access.
* Excellent verbal and written communication and interpersonal skills.
* Advanced report writing and analytical capabilities.
* Effective time management skills.

**Qualifications**

Minimum 16 years of education in Social Sciences, Management Sciences, or equivalent from an HEC-recognized institution.

**Experience**

Minimum 2 years of relevant experience in monitoring and evaluation.

**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.