

Job Descriptions:

Job title: Field Monitoring Officer (KP) – Aawaz-II
Country, region: Pakistan, Khyber Pakhtunkhwa

About the organization:

Established in 1999 (formally registered in 2000 under the Societies Act) Omar Asghar Khan Foundation is a public advocacy organization helping to build a state that is responsive to its citizens. The Foundation works across Pakistan, with its strongest field-base in Khyber Pakhtunkhwa. The Foundation fundamentally understands how to engage citizens and civil society in demanding and promoting a functioning democracy, in which government is accountable, citizens are active participants, and civic space is effectively used to promote inclusion.

About the project:

Aawaz-II is a Foreign, Commonwealth and Development Office (FCDO) funded programme in Pakistan, managed by the British Council, which will work with local communities in KP and Punjab provinces to promote the rights of children, women, youth, and other marginalised groups, to strengthen their control over their own development.

Aawaz-II Programme has four pillars and the British Council is leading on the delivery of the community pillars relating to community dialogue, awareness and social cohesion. As part of the delivery of these pillars, Aawaz-II will provide information referrals, facilitate citizen-state engagement for uptake of services and enhance capacities of local communities. In Phase I (Jan 2020- Dec 2021) Aawaz-II will work with civil society organisations to implement the community-based interventions in 22 selected districts of Khyber Pakhtunkhwa and Punjab, setting up Aagahi Centres and forums at the village and higher levels. The thematic focus of the programme is on child labour, early and forced marriage, gender-based violence (GBV) and social cohesion.

Purpose of the position/Role:

Effectively monitor and evaluate the Aawaz-II Programme and provide guidance on best practices based on the current situation on the thematic areas.

Key Responsibilities:

The Field Monitoring Officer will be responsible for:

Monitoring/quality assurance

- Monitor regularly the Aawaz-II field activities and report to PMU on defined formats/indicators.
- Conduct physical monitoring visits to DSP interventions and share findings with PMU team.
- Conduct field visits for monitoring and evaluating programme implementation and ensure progress including working of Early Warning Systems and Early Response Mechanisms at provincial level and in targeted districts of KP.

Data management & reporting

- Support DSPs in collecting data on project activities as per Aawaz-II MIS as well as other prescribed formats.
- Collect data on a regular basis to measure achievement against the performance indicators of Aawaz-II Programme in KP. Check data quality with partners.
- Maintain database to track field progress. Closely examine the quality of quantitative and qualitative data, to ensure that any discrepancies or issues are highlighted and addressed in a timely fashion.

Evaluation/assessments and learning

- Analyze MPRs and QPRs and provide regular feedback to DSPs for improvements and also highlight the area of improvement to PMU delivery team.
- Support project progress reporting, project mid-term review and final evaluation.
- Identify areas where technical support to project partners is required.
- Identify lessons learned and develop case studies to capture qualitative outputs of the project.
- Provide advice to the supervisor on improving project performance using M&E findings.
- Analyze programme risks and develop risk register for programme.

Coordination

- Liaise with DSPs on quality of project implementation and provide regular feedback on improving reporting as per given standards.
- Regularly coordinate with PMU Monitoring team and Monitoring Partner organization to ensure check and balance on day-to-day activities.
- Respond to beneficiary & stakeholder complaints.
- Work closely with and under the guidance of PMU M&E Lead and the PMU Delivery Team.

Qualifications & Skills:

Masters' Degree in Statistics, Public Policy, International Development, Economics, or related field(s) and/or 10-15 years' relevant and demonstrated experience.

- Demonstrated knowledge of quantitative and qualitative data collection.
- Good knowledge and experience regarding gender mainstreaming.
- 5-7 years of experience in monitoring, evaluation, and programme management.
- Competency in Microsoft applications including Word, Excel & Powerpoint.
- Thematic knowledge on any of the programme areas that are priority of the Aawaz-II programme i.e. child labour, early and force marriages, GBV and social cohesion and tolerance.
- Ability to work in a team and good interpersonal skills.
- Experience in designing and managing beneficiary monitoring and database systems.
- Experience in indicator selection, target setting, reporting, database management.