

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Monitoring and Evaluation Assistant (M&E) of UNFPA Indonesia Country Office	
Hiring Office:	Monitoring and Evaluation unit; UNFPA Indonesia CO
Purpose of consultancy:	<p>The M&E Assistant will be expected to provide support towards the implementation of UNFPA monitoring and evaluation activities, with the following main focus:</p> <ul style="list-style-type: none"> • Coordinate monitoring and evaluation activities in-country office, and • Coordinate and provide technical support to the programme management unit (PMU)
Background:	<p>UNFPA is currently implementing its 10th Country Programme 2021-2025 in Indonesia, which is closely aligned with the mid-and long-term development goals of the Indonesian government and the global Agenda 2030, including the Sustainable Development Goals (SDGs).</p> <p>As per the country evaluation plan, the CO is required to conduct a country program and UNSDCF evaluation next year and plan for the next country program. All this preparation should commence in 2023. In preparation for this, the M&E/PMU units should begin working, and therefore CO will recruit an M&E assistant to work alongside the M&E analyst in performing effectively to undertake the monitoring and evaluation tasks. This recruitment is also in line with the CO organogram, as the position is available to support the country office.</p> <p>The Monitoring and Evaluation (M&E) assistant will support the M&E analyst in the coordination and operationalization of results-oriented monitoring and evaluation. He/She will work closely with the component leads and the entire country office team and national counterparts to ensure M&E aspects are well internalized and applied.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p><u>Functions/ key results expected.</u></p> <p>This job posting summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties.</p> <p><u>Coordination and technical support of M&E & PMU</u></p> <ul style="list-style-type: none"> • To provide support in facilitating the Monthly Programme Staff Meeting, Quarterly Technical Output Working Group, and Annual Steering Committee in close coordination with National Programme Coordination Unit (NPCU) • Support the UNSDCF monitoring and reporting by providing quality assurance and follow up to program team before updating the UNinfo reporting system • Support the M&E analyst in conducting any evaluation activities (drafting the concept notes, conducting the field visits, and liaising with consultants, country team, and implementing partners) conducted by the country office, namely: evaluability assessment, country programme evaluation, and UNSDCF evaluation. • To provide support in the development of minutes of meetings, presentations, concept notes, and terms of references related to monitoring and evaluation. • Support the finalization and sensitization of e-Monev in close coordination with BAPPENAS and NPCU • Support the Internal Review Committee secretariat to make sure of a proper review of the knowledge products produced by the CO. <p><u>Development of work plan and reporting</u></p> <ul style="list-style-type: none"> • Support the finalization and review of the annual work plan and the SIS (SIS 2023 monitoring and SIS planning 2024). • Assist Programme Team with the quality assurance of Annual Quarterly Work Plan Progress Reports in GPS and indicator milestones quarterly monitoring in SIS MyResults; ensuring that the programme achievement is reflected in the CPAP tracker after the WPR is finalized. • support the preparation of Country Office work plans from an M&E perspective and ensure that the monitoring and evaluation indicators are aligned to the Country Programme and UNSDCF M&E Frameworks • Provide technical support for any programme portfolios within the country programme by contributing to proposal development and reviewing any relevant report as requested by the donors.
Duration and working schedule:	The consultancy will be carried out on a full-time basis from June up to 31 December 2023 (7 months)

Place where services are to be delivered:	Indonesia Country Office, Jakarta																	
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The deliverables are explicated in the table below. In addition to that, the below deliverables must be cleared by the M&E analyst and approved by the Assistant representative.</p> <table border="1" data-bbox="505 237 1442 1293"> <thead> <tr> <th data-bbox="505 237 976 302">Deliverables</th> <th data-bbox="976 237 1442 302">Timeframe</th> </tr> </thead> <tbody> <tr> <td data-bbox="505 302 976 417">Work progress report on the section related to the Scope of work (Functions/ Key Results Expected)</td> <td data-bbox="976 302 1442 417">Monthly</td> </tr> <tr> <td data-bbox="505 417 976 508">Review the WPR and monitor the face submission</td> <td data-bbox="976 417 1442 508">Quarterly: July 15th, October 15th, December 31st</td> </tr> <tr> <td data-bbox="505 508 976 598">Support the finalization of SIS quarterly milestones</td> <td data-bbox="976 508 1442 598">Quarterly</td> </tr> <tr> <td data-bbox="505 598 976 688">Support and Review Annual multiyear Work Plans (AWPs) for all IPs</td> <td data-bbox="976 598 1442 688">Before 25 December</td> </tr> <tr> <td data-bbox="505 688 976 833">Facilitate and provide all related materials for the following activities: PSM, TOWG meeting, TT meeting, and Annual review meeting</td> <td data-bbox="976 688 1442 833">Monthly: PSM Quarterly: TOWG and TT meeting Annually: ARM</td> </tr> <tr> <td data-bbox="505 833 976 1165">Support the proposal development and evaluation activities carried out by the CO, as iterated below: (The activities listed below are to support the M&E analyst to finalize the deliverables) - Finalization of BERANI II results framework - Monitoring and coordination of the implementation of Evaluability assessment - preparing the concept notes draft of CPE 10th</td> <td data-bbox="976 833 1442 1165">Ongoing basis, the exact time frame is to be discussed later with the M&E analyst.</td> </tr> <tr> <td data-bbox="505 1165 976 1293">Finalize and socialize the e-Monev</td> <td data-bbox="976 1165 1442 1293">the exact time frame is to be discussed later with the M&E analyst.</td> </tr> </tbody> </table> <p data-bbox="505 1331 1442 1409">Individual consultants will receive monthly payments and he/she will be required to fill in the Daily Attendance Record. Any absence from work will result in a reduction in monthly payments.</p>		Deliverables	Timeframe	Work progress report on the section related to the Scope of work (Functions/ Key Results Expected)	Monthly	Review the WPR and monitor the face submission	Quarterly: July 15 th , October 15 th , December 31 st	Support the finalization of SIS quarterly milestones	Quarterly	Support and Review Annual multiyear Work Plans (AWPs) for all IPs	Before 25 December	Facilitate and provide all related materials for the following activities: PSM, TOWG meeting, TT meeting, and Annual review meeting	Monthly: PSM Quarterly: TOWG and TT meeting Annually: ARM	Support the proposal development and evaluation activities carried out by the CO, as iterated below: (The activities listed below are to support the M&E analyst to finalize the deliverables) - Finalization of BERANI II results framework - Monitoring and coordination of the implementation of Evaluability assessment - preparing the concept notes draft of CPE 10th	Ongoing basis, the exact time frame is to be discussed later with the M&E analyst.	Finalize and socialize the e-Monev	the exact time frame is to be discussed later with the M&E analyst.
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Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The M&E analyst will be responsible for monitoring and providing quality assurance of the consultancy.																	
Supervisory arrangements:	Under the overall guidance of the Representative, the M&E Assistant will report to the M&E analyst.																	
Expected travel:	The position may be required to travel anytime to facilitate workshops and training, including conducting monitoring activities as advised by the Senior Management Team.																	
Required expertise, qualifications and competencies, including language requirements:	<p>Education: Bachelor's degree in public health, population, economics, demography, and /or another related social sciences field is desirable. A master's degree is an advantage.</p> <p>Knowledge and Experience:</p> <ul data-bbox="505 1898 1442 1986" style="list-style-type: none"> • Minimum 3 years of progressive experience in programme management and/or in programme monitoring and evaluation. • Familiarity with the UN/UNFPA system, rules, and procedures is an advantage. 																	

	<ul style="list-style-type: none"> • Ability to liaise with Implementing Partners (government and NGOs) • Ability to work well under deadlines, excellent interpersonal communication, and negotiation skills. • Able to work within a team • Able to work effectively under pressure, and • Proficiency in current office software applications <p>Languages: A strong capability to communicate clearly and concisely in both oral and written English and Bahasa Indonesia.</p>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>The link to all documents with respect to the above-mentioned position will be shared during the induction process. Office space and office equipment are provided by CO</p>