



## TERMS OF REFERENCE

### **DESIGNATION: MONITORING, EVALUATION, AND LEARNING OFFICER for Advanced Manufacturing Workforce Development Alliance (AMDev) Program**

#### **Background**

Unilab Foundation requires the services of an individual for an anticipated position of Monitoring, Evaluation, and Learning (MEL) Officer in a 5-year project with international donor funding.

The successful applicant will be initially contracted for one year subject to annual contract renewal based on positive performance review.

#### **Purpose of the Role and Job Description**

The purpose of the Alliance is to create a pipeline of highly skilled and adaptive (learning) workforce who meet the evolving requirements of the manufacturing sector, through the development of industry-led technical and further education systems with better-defined, harmonized skills and qualifications descriptors, competency and training standards.

Under the supervision of the MEL Lead, the MEL Officer will be responsible for the following:

##### **1. Monitoring and Evaluation Support:**

- Assist in implementing the AMDev Program Monitoring, Evaluation, and Learning (MEL) Plan.
- Contribute to the development of monitoring and evaluation tools and indicators.
- Support data collection for program evaluations and conduct basic data analysis.
- Assist in the preparation of monitoring and evaluation reports, including progress reports and impact assessments.

##### **2. Learning Management System (LMS) support:**

- Support in the management of the AMDev Learning Management System, including creating user accounts, enrolling participants, assigning courses, and monitoring results/completion rates.
- Monitor user activity and LMS usage patterns to ensure timely completion of courses.

- Extract training data and reports from the LMS to assess training effectiveness and learner progress.
3. **Data Management:**
- Assist in the implementation of data collection tools and instruments for AMDev activities.
  - Collect, encode, and process data from various sources, ensuring accuracy and completeness.
  - Clean and analyze data using spreadsheets, data visualization, and/or basic statistical software.
  - Prepare reports for the AMDev Alliance and/or external stakeholders.
  - Assist in the management and maintenance of the AMDev dashboard and training database
4. **Partnership Coordination:**
- Facilitate communication and collaboration with Alliance partners on MEL activities.
  - Coordinate the submission of reports, verification documents, and other required information from partners.
  - Track partner contributions and progress towards program goals.
5. **Additional Responsibilities:**
- Help manage knowledge products and systems.
  - Perform other tasks assigned by the MEL Lead or Program Manager.
  - Conduct literature reviews and research relevant to AMDev and workforce development.

**Qualifications:**

- Bachelor's degree in a relevant field such as Economics, Business Administration, Tertiary Education, Community Development, Public Administration, Statistics, Data Science, Data Management, Monitoring and Evaluation, or any related field.
- Experience working with Learning Management Systems (LMS)
- Experience in data collection, data analysis, and reporting.
- Familiarity with basic statistical software (e.g., SPSS, Excel).
- Strong communication, interpersonal, and organizational skills.
- Ability to work independently and as part of a team.
- Attention to detail and accuracy.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite.

**Desired Skills:**

- Minimum of 5 years of experience in an Monitoring & Evaluation and reporting role in a development sector context



- Knowledge of MEL best practice and tools, preferably using the MEL policies and standards of international donor agency (preferably USAID)
- Knowledge and experience with administration and management of Learning Management System (preferably Litmos LMS), preferred
- Excellent communication and interpersonal and facilitation skills, including the ability to liaise, coordinate and support a diverse program team
- Computer application skills, data management, reporting, and presentation skills
- Self-motivated, results driven, excellent organizational and time management skills, attention to details, ability to work under pressure, and team player
- Research, analytical and problem-solving skills
- Knowledge of social and/or governance sectors and manufacturing industry in the Philippines

**How to Apply:**

Please send your updated Curriculum Vitae to [hr@unilabfoundation.org](mailto:hr@unilabfoundation.org) with a subject line Monitoring, Evaluation and Learning (MEL) Officer. Accepted applicant will be based in Mandaluyong City. This is a fixed-term position.