TERMS OF REFERENCE

DESIGNATION: MONITORING, EVALUATION, AND LEARNING LEAD 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) Manager 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 a 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.

Considering the increasing indicators (*e.g., # of incoming workforce trained, #of individuals affiliated with HEIs who receive capacity development support, # of private sector enterprises with improved participation in the local economy as a result of USG assistance, amount of investments mobilized on climate change adaptation as a result Of USG assistance, among others*), that need to be tracked, monitored, and reported as the AMDev Program implementation progresses to Year 3, ensuring that the appropriate monitoring systems, processes, and data analysis are in place. The MEL Manager will ensure that all project performance monitoring activities and systems, including necessary data management and visualization software and data collection instruments, are collecting, storing, managing, analyzing, and reporting M&E data on output, outcome, and impact indicators. S/he will work collaboratively with the AMDev Communications Officer for activity reporting, documenting best practices, and Knowledge Management. S/he will work collaboratively with the management teams to ensure that relevant data is collected, analyzed, processed, and used to inform decision-making and project improvement. S/he will lead the development and implementation of effective MEL systems and processes. S/he will also support reporting to funders and stakeholders, and contribute to Program learning and knowledge management. S/he will manage and capacitate the MEL Officer to ensure efficiency and alignment of tasks and responsibilities.

Under the supervision of the Deputy Chief of Party, the MEL Lead will be responsible for the following:

- **Monitoring and Evaluation:**
    - o Ensure that all project performance monitoring activities and systems, including necessary data management and visualization software and data collection instruments, are collecting, storing, managing, analyzing, and reporting M&E data on output, outcome, and impact indicators.
    - o Lead in implementing and updating the AMDev Program Monitoring, Evaluation, and Learning (MEL) Framework and Plan.
    - o Lead in the development of monitoring and evaluation tools, systems and indicators.
    - o Lead the preparation of monitoring and evaluation reports, including progress reports and impact assessments, and engagement/ supervision of partners/consultants for this purpose.

- **Data Quality Assurance and Management:**
    - o Responsible for overall data quality control; conducting data verification and other quality assurance activities, including spot-checks, data quality assessments (DQAs), etc. to ensure accuracy of MEL data and reporting documents.
    - o Lead and oversee the implementation of data collection tools and instruments for AMDev activities, including AMDev's Learning Management System/s.
    - o Review and analyze data from various sources, ensuring accuracy and completeness.
    - o Review cleaned and analyzed data using spreadsheets, data visualization, and/or basic statistical software.
    - o Prepare reports for the AMDev Alliance and/or external stakeholders.
    - o Lead the development of the AMDev dashboard and training database and oversee the management and maintenance of the same.
    - o Facilitate and/or provide M&E training to the project staff and partners.
    - o Travel to the site of buy in activities as needed.

- **Partnership Coordination:**
    - o Facilitate communication and collaboration with Alliance partners on MEL activities.
    - o Liaise with stakeholders (USAID, sub-contractors, implementation partners, private firms, etc.) for timely data collection, verification and feedback, submission of reports, verification documents, and other required information from partners.
    - o Track partner contributions and progress towards program goals.

- o Capacitate or provide guidance to partners on data management and reporting, if necessary.
- Collaborative Learning and Adaptation
    - Lead in developing and facilitating CLA tools and activities to help in the identification, analysis, and synthesis of lessons learned from program implementation; facilitate incorporation of lessons into the activity cycle with the COP, DCOP, and other AMDev colleagues.

    - o Participate in regular project management planning meetings and provide analytical feedback and support to inform technical decisions.

- **Additional Responsibilities:**
    - o Work with the Communications Officer in identifying best practices that can be documented for advocacy and promotional purposes
    - o Support the Communications Officer in the development and management of knowledge products and systems.
    - o Performance management of the MEL Officer
    - o Conduct literature reviews and research relevant to AMDev and workforce development, when necessary, to support AMDev's MEL process.
    - o Other tasks that may be assigned as necessary.

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. Master's degree is a plus but not required.
- Experience in data collection, data analysis, and reporting.
- Knowledgeable in basic statistical software (e.g., SPSS, Excel).
- Strong communication, interpersonal, and organizational skills.
- Ability to work independently and as part of a team.
- Ability to effectively work or coordinate with management-level personalities from the government, academe, and industry.
- Attention to detail and accuracy.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite.

Desired Skills:

- Minimum of 7 years of experience in a Monitoring & Evaluation role in a development sector context.

- Knowledge of MEL best practices, systems, and tools, preferably using the MEL policies and standards of international donor agencies (preferably USAID).
- Excellent communication and interpersonal, facilitation, and leadership 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 detail, ability to work under pressure, and team player.
- Research, analytical, and problem-solving skills.
- Knowledge of social and/or governance sectors and the manufacturing industry in the Philippines.

How to Apply:

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