

POSITION DESCRIPTION

Job Title	M&E Specialist - Program Quality and Evaluation (TB/HIV integrated Migrant Program)	Reports to:	Migrant Program Manager
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JOB PURPOSE

- 1- To oversee and support design and implementation of M&E strategies, lead in data collection, analysis and data interpretation, narrative and utilization to ensure program quality, effectiveness, value for money and performance of the project in align with requirements of World Vision and GF.
- 2- To facilitate the formulation of innovative model and intervention at operational level particularly private public mix plus multisectoral engagement and lead advocacy at National level for evidence based innovative approaches.
- 3- To guide and promote technical aspects/excellence and direction of all SRs and mentoring to tackle technical bottlenecks and ensure overall completion of targeted M&E's assigned and management responsibilities of each SRs.
- 4- To lead digital data based/ web/ social media in terms of designing, capacity building, data entry, data validation, data dissemination and data use and assist in monthly migrant health bulletin plus branding and communication of migrant components.

MAIN RESPONSIBILITIES

% time	Activity	End Results
60%	<p>Program Quality and M&E</p> <ul style="list-style-type: none"> • Work closely with M&E data specialist to contribute to the design and implementation of the Migrant Program M&E System • Oversee the implementation of the Monitoring and Evaluation (M&E) system and digital data based/web/social media for the migrant program. Ensure that data is consistent with the grant deliverables, monitor key interventions, assist in identifying gaps for decisions making, lessons learnt sharing and build an evidence base of operational research and surveillance and manage real time data dashboard for all relevant stakeholders • Oversee and coordinate execution of key M&E components (assessment, design, implementation, baseline, monitoring, evaluation, transition, learning and documentation) across SRs with particular focus on results and impacts as well as lesson learn. • Ensure timely communication, documentation and publication of MEAL findings and lessons at all levels and 	<ul style="list-style-type: none"> ○ M&E system is implemented, data is collected, reviewed, and reported on ○ High quality and accurate data is reported to national programs and to the LFA/GF through PUDRs

	<p>disseminate for timely utilization and decision making.</p> <ul style="list-style-type: none"> • Support the project Management Unit through routine, accurate collection and reporting of information that confirms status of activities based on Performance Framework • Support the development of the PUDR reports and ensure that all programmatic reports submitted to Global Fund are of high quality with strong evidence-base. • Provide data analysis and reports as required and promote branding and effective communications internally as well as externally to enhance visibility and credibility of organization. 	
30%	<p>SR Engagement and Capability Building:</p> <ul style="list-style-type: none"> • Ensure that Sub Recipients demonstrate required MEAL capacity and ensure that core information for grant management, partners, and funding agencies is available. • Promote and encourage to exercise innovative approaches such as one stop services, KP/migrant led RRTTPR service delivery, onsite and/or self-test TB/HIV testing and guide technical direction and excellence in align with National/ WHO/ UNAIDS technical guidelines. • Undertake regular visits (including occasional integrated missions) to the field to support implementation of MEAL and to identify where adaptations might be needed. • Organize (and provide) refresher training in MEAL for SR staff, local organizations and primary stakeholders with view of strengthening local MEAL capacity. • Guide staff and sub-grantees to identify and resolve issues and challenges in monitoring systems, using ongoing mentorship and coaching approach • Ensure that research/studies/assessments findings are disseminated in timely manner to SRs and other stakeholders. 	<ul style="list-style-type: none"> ○ SRs have sufficient capacity to comply with M&E requirements ○ SRs have improved capacity in MEAL ○ Data is analyzed and findings are shared back to SRs ○ Gaps in SR capacity are identified and training/capacity building plans put in place to ensure data and reporting compliance
	Team Support and Coordination	

10%	<ul style="list-style-type: none"> ○ Be professional and actively participate in team meetings ○ Share data reports and information with other WV teams, including MEAL Department, SLT, and Grant Acquisition and Management Division. ○ Complete other tasks as required and assigned by line manager 	
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SUCCESS PROFILE

Required experience & demonstrated capabilities	<ul style="list-style-type: none"> ● At least 7 years' experience with M+E and additional 3 years in TB/HIV Technical support and management , preferably on public health programs and digital /social media knowledge ● Demonstrated ability contribute to the design and operation of M&E systems, including advanced skills using digital data tools collection and analysis ● Thai speaker, and at least intermediate in English ● Migrant language (Myanmar, Cambodia, Lao) speaking would be an asset.
Required qualifications	<ul style="list-style-type: none"> ● University degree in International Development, Rural Development, Economic Sciences, Statistics, Epidemiology and/or Public Health. ● Computer competency preferably including certificate on SPPSS or ODK Degree in a related area to role