

JOB DESCRIPTION

Work title: Monitoring and Evaluation specialist (IPHR Tbilisi office)

IPHR is recruiting a Monitoring and Evaluation Specialist responsible for tracking IPHR's work in multi-country, donor-funded projects in the Former Soviet Union (FSU) region. The position is based in Tbilisi, Georgia. Interested candidates are invited to apply by sending a CV together with a cover letter and the names of two referees by 14 September 2020, to the attention of:

Recruiting committee M&E Specialist

iphronline.org

About IPHR:

International Partnership for Human Rights (IPHR) is an independent, non-governmental organization founded in 2008. Based in Brussels, IPHR works closely together with civil society groups from different countries to raise human rights concerns at the international level and promote respect for the rights of vulnerable communities.

Our mission

IPHR is committed to promoting human rights worldwide. It acts to empower local civil society groups who are working to advance the protection of human rights in their respective countries and assists them with raising human rights concerns at the international level. In cooperation with partner organizations, IPHR advocates on behalf of individuals and communities who are among those most vulnerable to discrimination, injustice and human rights violations.

Our core values

Partnership: Building partnerships is a cornerstone of our work. In our cooperation with local human rights groups, we always strive to establish partnerships that are based on equality and mutual respect.

Responsiveness: We are responsive to the needs of our local partner organizations and work to support them to address pressing human rights concerns and reach out to the international community.

Commitment: We are driven by a strong commitment to promoting human rights and advancing the mission of our organization to the benefit of individuals and communities in our target countries.

Integrity: We carry out our mandate in an independent and impartial way, take responsibility for our work, and demonstrate accountability to our donors, partners and others with whom we cooperate.

Role:

As an M&E specialist, you will be responsible for improving and developing IPHR's monitoring and evaluation framework, establishing a simple and functioning M&E process for IPHR's local partners, tracking progress across IPHR's programmes, and reinforcing the capacity of local partners to collect verifiable qualitative and quantitative data.

Reporting:

The M&E Specialist will work closely with and report to IPHR's Programme Manager and Director while providing support and guidance on matters related to M&E matters to the whole team.

Description of duties

Under the overall supervision of the Programme Manager the M&E Specialist's prime responsibilities will include:

- Developing and improving IPHR's monitoring and evaluation framework to ensure simple, transparent and cost-effective tracking of results across IPHR's programmes;
- In liaison with the programme team, developing monitoring systems to track project outputs;

- Providing ongoing oversight, verification and reporting across projects managed by IPHR;
- Flagging and following-up where planned results are not being achieved, identifying the reasons for this and planning a strategy with the rest of the IPHR team for corrective action(s) as need be;
- Utilizing and analyzing monitoring and evaluation data to understand our overall progress in reaching project/programme/organizational outcomes and objectives;
- Provide feedback and analysis on the relevance, effectiveness and sustainability of IPHR's project interventions in order to allow corrective action if necessary;
- Supporting the development of new projects, including the development of new calls for proposals, the review of new project proposals, and other related activities providing guidance in shaping baselines, targets and objectively verifiable indicators;
- Promoting awareness and understanding of the shared responsibility of M&E function among all staff members through communication, training, learning and development activities organization-wide;
- Providing training and capacity development to IPHR's local partners in conducting systematic monitoring, evaluation and reporting;
- Monitor quantitative and qualitative reporting by our local partners to ensure the accuracy and high quality of data management;
- Liaising with external evaluators during project evaluations and communicating/applying evaluation findings and recommendations across relevant programmes;
- Monitoring and ensuring that a management response to the findings and recommendations of the evaluation is completed, recorded, and followed up for implementation.

Qualifications required

The successful candidate will have:

- A university degree in social sciences, statistics, planning development;
- At least two years of professional work experience in planning, monitoring and evaluation in the field of human rights;
- Fluency in English and Russian languages;

- A high level of integrity and ability to work as part of a professional team;
- The ability and willingness to work under high pressure to meet tight deadlines;
- Good communication and interpersonal skills;
- A supportive personnel management style.