



## Term of Reference (ToR) MERL OFFICER

<b>Procurement Number:</b>	02082024-HĐ/CCRD
<b>Open Date:</b>	September 9, 2024
<b>Questions Deadline:</b>	September 13, 2024
<b>Closing Deadline:</b>	September 19, 2024
<b>Geographical Area Restrictions:</b>	Champasack province
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### Background:

The Community Health and Inclusion Association (CHIA) is a registered non-profit Lao Civil Society organization with over 20 years of experience in promoting health and inclusion among key vulnerable populations and people in Savannakhet province. CHIA is currently the principal recipient (PR) of Partnership to End HIV/TB in Champasack Province. The overall goal that the project seeks to achieve is to contribute to the End HIV/TB Strategy targets in Champasack province through targeted, equitable support for decentralization of quality HIV/TB services. This will be achieved through the specific objective to increase access among vulnerable populations in Champasack Province, including men, women and children, to quality, gender-responsive, equitable and integrated HIV/TB services in 01 capital and 07 districts in Champasack province.

### Position Overview

<b>Functions / Key Results Expected</b>
<ol style="list-style-type: none"><li>1. MEL System Design and Implementation;</li><li>2. Learning and Knowledge Management;</li><li>3. Capacity Building and Training;</li><li>4. Data Management and Analysis;</li><li>5. Reporting and Donor Compliance;</li><li>6. Stakeholder Coordination and Collaboration;</li><li>7. Strategic Use of MEL Findings.</li></ol>
<b>MEL System Design and Implementation:</b> <ul style="list-style-type: none"><li>- Improve and implement the existing project MEL Plan so that it is a robust MEL system tailored to the project's objectives, ensuring alignment with Expertise France's guidelines and local HIV/TB strategies.</li><li>- Review and improve the monitoring frameworks, including the key performance indicators (KPIs) and their methods of verification as well as assumptions, data collection tools, and methodologies for accurate and timely data collection.</li><li>- Lead the design and execution of data collection activities, including surveys, interviews, and focus group discussions, to gather qualitative and quantitative data.</li><li>- Monitor project activities to ensure they align with the planned objectives and timelines, providing regular updates to the Project Manager and other stakeholders.</li><li>- Oversee data management processes, ensuring data quality, accuracy, and consistency across all project components.</li></ul>



- Analyze and interpret data to assess the effectiveness of project interventions, identify areas for improvement, and provide evidence-based recommendations.
- Lead quarterly M&E trips in collaboration with the local health authorities to the field to hold focus groups and interviews and prepare human interest stories.
- In collaboration with the field leader identify and address potential risks to project implementation, developing strategies to mitigate these risks and resolve issues as they arise.

#### **Learning and Knowledge Management:**

- Facilitate the documentation and sharing of project learnings, best practices, and challenges with the project team and partners.
- Organize and lead learning sessions, workshops, and reflection meetings to promote continuous improvement and adaptive management.
- Develop and disseminate reports, case studies, and success stories to highlight project achievements and lessons learned.
- Assist in drafting policy briefs based on the project's data and results.
- Ensure that MEL findings are used to inform project planning, decision-making, and strategy adjustments.

#### **Capacity Building and Training:**

- Provide training and technical support to the Sub-recipients and project staff, data collectors, partners, and community health workers on MEL tools, processes, and best practices.
- Work closely with local partners and stakeholders to build their capacity in monitoring and evaluation, ensuring sustainability of MEL activities beyond the project lifecycle.

#### **Data Management and Analysis:**

- Ensure the collection of high-quality data through rigorous monitoring and evaluation processes, following HIV/TB project's guidelines to enhance efficiency and accuracy.
- Analyse data to track project progress, identify trends, and generate insights that inform project adjustments and strategic decision-making.

#### **Reporting and Donor Compliance:**

- Prepare and submit timely, detailed MEL reports that meet donor requirements, highlighting key achievements, challenges, and lessons learned.
- Ensure all MEL activities and reports are fully compliant with CCRD's guidelines and donor expectations.
- Provide timely and accurate reporting on project progress, challenges, and achievements, ensuring compliance with donor requirements and organizational policies.
- Support the Project Manager in preparing donor reports, including the integration of MEL findings into project narratives.

#### **Stakeholder Coordination and Collaboration:**

- Act as the primary liaison for MEL activities, coordinating with the management team, project partners and local authorities to ensure effective collaboration and alignment with project goals.
- Facilitate regular communication and data sharing among stakeholders, promoting transparency and informed decision-making.
- Participate in regular coordination meetings, both in Vientiane, Savannakhet province and Champasack province, to provide updates on MEL activities and findings.



### **Strategic Use of MEL Findings:**

- Utilize MEL findings to provide strategic insights and recommendations to the project management team, contributing to the continuous improvement of project activities and outcomes.
- Engage with key stakeholders, including donors and other institutional partners, to share project successes and lessons learned.

### **Recruitment Qualifications**

Bachelor's degree in social science, Public Health, Monitoring & Evaluation, or a related field of study with demonstrated professional experience of at least 03 years, is essential.

Alternatively, a Bachelors 'degree in a relevant field with a minimum of 3 years in monitoring, evaluation and learning systems of international development projects or within public health project especially on TB/HIV and Malaria is required.

### **Experience:**

- Proven experience managing MEL activities for donor-funded projects.
- Demonstrated expertise in capacity building and training, with a track record of developing and implementing successful MEL training programs for local staff and stakeholders.

### **Technical Skills:**

- Strong proficiency in advanced data analysis tools (e.g., SPSS) and digital data collection platforms (e.g., Kobo Toolbox, ODK).
- Experience in designing and implementing innovative MEL methodologies that enhance data quality and project impact.
- Proved experience of working with MEL systems.
- Strong organizational and problem-solving skills, with the ability to manage multiple tasks and priorities effectively.
- Commitment to gender-sensitive approaches and the inclusion of key populations in all project activities.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders in multicultural environments, particularly in Southeast Asia.
- Strong report-writing skills.
- Proficiency in MS suites.
- Fluency in English and Lao is essential

### **Code of Conduct**

All staff are expected to abide by the CHIA and CCRD's Code of Conduct.

### **How to Apply**

Interested candidates are invited to submit their resume and a cover letter outlining their qualifications, experience and 3 references to at [chindavanh.chias@gmail.com](mailto:chindavanh.chias@gmail.com) with subject Line (02082024-HĐ/CCRD) by the deadline listed above

### **Equal Opportunity**

We are an equal opportunity employer and value diversity in our team. We encourage applications from all qualified individuals, including LGBT, women, ethnic minorities, and persons with disabilities. Join us in making a difference in the lives of those affected by HIV, TB, and Malaria. Together, we can build a healthier and more inclusive future.

