

# My-EQIP

## Position Description Evaluation Capacity Building (ECB) – M&E Specialist



### About the Program

The *Myanmar Education Quality Improvement Program (My-EQIP)* is a joint initiative of the Governments of Myanmar and Australia. My-EQIP is helping the Ministry of Education strengthen systems for data collection and analysis about the quality of education in Myanmar. That data will be used to improve the Ministry's policy development, decision-making and planning for more efficient use of education resources.

The goal of My-EQIP is to contribute to more efficient, effective and inclusive service delivery and teaching to improve access, completion and learning for boys and girls across Myanmar.

Cardno (Myanmar) Limited is the Myanmar branch of an Australian company that has been hired by the Australian Department of Foreign Affairs and Trade to help the Government of Myanmar implement My-EQIP.

### Position details

The Evaluation Capacity Building (ECB) - M&E Specialist will contribute to the work of the My-EQIP Evaluation Capacity Building Team, responsible for supporting the Ministry of Education to develop planning and M&E systems. You will work closely with the Ministry of Education supporting quality improvement of the Ministry's planning and M&E systems.

### Responsibilities

Work collaboratively with the Ministry of Education (MoE) and members of the My-EQIP team to:

- Support implementation of the *National Education Strategic Plan 2016-21 (NESP) M&E Framework*
- develop planning and M&E procedures and reporting templates
- provide capacity building to MoE officials in the development and use of planning and M&E systems and tools to improve the quality of program planning and M&E through training and on-the-job mentoring
- support the design and delivery of My-EQIP workshops, documentation of outcomes, and collection and analysis of feedback
- ensure that gender, disability and social inclusion are incorporated into all M&E work
- support data collection and analysis for My-EQIP

### Deadline for applications

23.59 (NPT time) 22 October 2019

### Position

M&E (ECB) Specialist

### Duration

One year, with possibility of extension

### Commencement

November 2019

### Location

Nay Pyi Taw, Myanmar

### Remuneration

Remuneration package is paid at the market rates based on relevant experience of the successful applicant.

### Email address for applications

Please write "*My-EQIP ECB Specialist*" in the subject line, and send to [recruitment.myanmar@cardno.com](mailto:recruitment.myanmar@cardno.com). Queries relating to the position should also be directed to this address.

### Child protection

Cardno is committed to child protection and safeguarding the welfare of children in the delivery of our International Development programs. Recruitment and selection procedures reflect this commitment and will include relevant criminal record checks.

### Cardno is an equal opportunity employer

Cardno encourages women to apply. Cardno recognises the moral and legal responsibility to provide an equal opportunity workplace by ensuring that all recruitment and selection decisions are based on the best qualified and experienced candidate who can perform the requirements of the position.

Please note that this position is subject to funding approval.

### **Qualifications & Experience**

- University degree in social sciences or a relevant field is essential. A post-graduate qualification in evaluation is desirable.
- Relevant practical experience in the development and implementation of planning and M&E systems.
- Knowledge of and skills in the development and use of Theory of Change models.
- Practical experience in conducting evaluation capacity building, particularly on-the-job training and mentoring.
- Demonstrated experience in monitoring gender, disability and social inclusion strategy implementation.
- Intermediate to advanced skills in MS Office (including MS Word and MS Excel).
- Strong organisational skills and the ability to prioritise your time.
- Ability to work well in a team with the flexibility to assist others and see tasks through when required.
- Strong written and spoken English and Myanmar language skills.

### **Application Process**

Please forward your curriculum vitae (maximum 3 pages), the names and contact details of two referees, and a covering letter that addresses each of the criterion listed under the qualifications and experience section to [recruitment.myanmar@cardno.com](mailto:recruitment.myanmar@cardno.com) including "My-EQIP ECB – M&E Specialist" in the subject line.