

TERMS OF REFERENCE

Monitoring and Evaluation / Quality Assurance Specialist

Name of Role	Monitoring and Evaluation / Quality Assurance Specialist	
Supervisor	MAHKOTA Team Leader	
Supervisee(s)	M&E and Quality Assurance Team	
ARF Category	C3	
Location	Remote, with possible future deployment to Jakarta	
Purpose of Role/ Position	The Monitoring and Evaluation / Quality Assurance Specialist, as part of MAHKOTA's Senior Management Team, will work closely with the Team Leader and Deputy Team Leader to manage MAHKOTA's M&E and Quality Assurance. This includes management of and technical inputs into MAHKOTA's M&E reporting to DFAT and oversight of evaluations. The MEQA Specialist will also manage quality assurance processes including work planning.	
Duration	Up to 10 (ten) months	Period: Immediately – 15 June 2022, with a possibility of extension to 15 Feb 2023
Responsibilities/ Tasks	<p>Manage MAHKOTA's M&E team, including its inputs into initiative design and implementation processes (such as initiative M&E designs, procurements, data collection, management of evaluations). Ensure that DFAT's monitoring and performance needs are met. This includes:</p> <ul style="list-style-type: none"> - Directly Managing MAHKOTA's M&E Team, consisting of an M&E Adviser and M&E Officer. - Implementing MAHKOTA's M&E Plan, ensuring that MAHKOTA's M&E activities are rigorous, fit-for-purpose, and meet DFAT and MAHKOTA information needs. - Leading on six-monthly reports to DFAT. This includes working with the M&E Adviser and M&E Officer to hold six-monthly information-gathering workshops with TNP2K (National Team for Accelerating Poverty Reduction/Team Nasional Percepatan Penanggulangan Kemiskinan) and MAHKOTA units, and act as a lead writer for the report. - Overseeing quarterly reporting to the Vice President's Office. - Coordinating closely with DFAT and contributing to DFAT's reporting processes, including the annual Performance Assessment Framework (PAF) and Investment Monitoring Report (IMR). - Leading the Completion Report, including recruitment of external adviser(s) as necessary, ensuring a high-quality draft three months prior to the investment's end, and a final report one month before the investment's end. 	

	<ul style="list-style-type: none"> - Providing management and oversight of project evaluations, including recruitment of external consultants and ensuring methods are sound and appropriate. - Responding to non-regular information requests from DFAT as necessary. <p>Provide management support and technical input into MAHKOTA's quality assurance processes. This includes:</p> <ul style="list-style-type: none"> - Working closely with the Deputy Team Leader on overall program management and quality assurance related to initiative development and implementation processes. - Working closely with the MAHKOTA Quality Assurance and Monitoring and Evaluation (MEQA) team staff to provide programmatic support and advice to implementation teams. This programmatic support includes: <ul style="list-style-type: none"> - Reviewing and discussing programmatic requests and needs with TNP2K implementation teams and/or other implementing partners. - Ensuring that requests comply with MAHKOTA's requirements and align with MAHKOTA's work plan and approved initiatives prior to submission to MAHKOTA senior management. - Coordinating with the Procurement Team on programming requests, including providing input on Terms of Reference. Where relevant, serve on procurement reviews and selection panels. - Reviewing Initiative Outlines (IO), Implementation Plans (IP), and provide program outreach and advice to implementation teams. - Preparing recommendations and documentation necessary for the MAHKOTA Technical Committee (TC) meetings. - Contributing to MAHKOTA's work plan, liaising closely with other members of the MAHKOTA team. <p>Support the Team Leader and Dept Team Leader on engaging with DFAT and other stakeholders as necessary.</p> <p>Maintain stringent standards of personal behaviour in interactions with children and take steps to report concerns about child abuse or risks to children.</p>
Selection Criteria	
Preferred Qualifications	<ul style="list-style-type: none"> • Advanced qualifications in social science or management. • Advanced qualifications in social science or management. • Minimum of 10 years experience working at a senior level in M&E and QA. Experience with DFAT-funded programs and familiarity with DFAT M&E processes. • Demonstrated understanding of evaluation methods and oversight of evaluation processes.

	<ul style="list-style-type: none"> • Demonstrated ability to produce high-quality reports. • Experience engaging with the Government of Indonesia, including a demonstrated understanding of Government planning and budgeting processes. • A demonstrated understanding of how facilities operate. • Experience in working with social protection or poverty reduction related issues. • Ability and experience to build relationships with multiple stakeholders and technical experts. • Excellent written and spoken English. Indonesian proficiency preferred, • Ability to work independently and in a team environment..
ARF Classification	C3