

## CALL FOR EXPRESSION OF INTEREST

### Matching Fund Request for Human Rights (Sub-Recipient 2)

**Expression of Interest (EOI) Number:** TLF-MFRHR- 02

**Issuance Date:** January 11, 2021 (Monday)

**Deadline of Submission:** January 18, 2021 (Monday)

Call for Expression of Interest for a **MONITORING AND EVALUATION OFFICER** under TLF SHARE Collective, Inc. for PSFI PROTECTS GRANT.

### ESSENTIAL JOB FUNCTIONS:

1. Develop, coordinate, and implement an M&E system for the Global Fund- PROTECTS Matching Fund for Human Rights Project, ensuring that it can collect the data required to report progress on the indicators in the performance framework and M&E Plan and that the data collected meet data quality criteria;
2. Work closely with in-country M&E Officers and Program Officers to introduce and monitor the implementation of the M&E system to monitor program activities, and follow up on any implementation problems and weaknesses;
3. Coordinate the development of tools and other materials to support M&E as required;
4. Coordinate periodic data collection, analysis and performance reporting for GF in accordance with the specified reporting formats;
5. Liaise with the consultants and facilitators to identify and address technical assistance needs, including designing training, to strengthen the capacity of M&E and Program Manager in M&E activities;
6. Contribute to nationwide organizational learning by preparing and disseminating data, lessons learned, good practices and evidence-based programming;
7. Ensure timely submission of periodic reports, and provide support as required to the Grant in completing project reporting responsibilities;
8. Provide monthly reports to the HIV Program Manager of the PR;
9. Document and communicate grant-specific monitoring, evaluation and learning for the CCM and other partners;
10. Analyze data received via the grant-specific M&E system and equivalent information submitted by the partnered CBOs captured via the HMIS or equivalent;
11. Review, verify and consolidate data from all the partnered CBOs;
12. Facilitate the utilization of M&E data for advocacy and resource mobilization in support of HIV/AIDS programs at national level.

## MINIMUM REQUIREMENTS

- **Education**: At least college graduate with a degree in behavioral sciences, social sciences, liberal arts, statistics or other relevant courses
- **Work Experience**: At least 3 years of experience in the design and implementation of M&E in development projects implemented by national/international NGOs/UN bodies/ Government; Experience in designing tools and strategies for data collection, analysis and production of reports; Proven ICT skills, especially in the development of MIS software using database software; Expertise in analyzing data using statistical software; strong training & facilitation skills.
- **Training Experience**: Preferably with training in sexual and reproductive health and rights, gender and development, HIV and AIDS and human rights.
- **Other Professional Skills**: Proficient in oral and written English business communication; operation of computer and other ICT equipment; and knowledge in the use of most Microsoft Office applications.
- **Other Desirable Qualities**: Willing to work beyond standard working hours; can work with minimal supervision; highly trainable; and can work well with a team.

## FAIR HIRING POLICY

TLF SHARE is an equal opportunity employer and highly encourages applicants from the gay, bisexual, and transgender community who have experience in non-profit and community development work.

## SUBMISSION PROCEDURE

Interested applicants should submit an expression of interest (EOI) letter and updated CV/resume (with list of character references), via email to [tlfmanila@gmail.com](mailto:tlfmanila@gmail.com) on or before January 18, 2021 (Monday), addressed to Mr. Anastacio M. Marasigan Jr., Executive Director, TLF SHARE Collective. Technical review of documents and interview will be facilitated and the most qualified applicant will be contracted by TLF SHARE. Please take note that this is for immediate hiring to be based on Metro Manila, and contract period is from January 2021 to December 2023 subject to renewal upon evaluation.

All documents and information will be treated with utmost care and confidentiality in compliance with Philippine Data Privacy law.