



**URGENT!**

**TBC is now recruiting...**



**Monitoring & Evaluation Coordinator**

The Border Consortium (TBC) works through community-driven processes to support displaced and conflict affected communities in refugee camps in Thailand and villages across south eastern Myanmar. Now we are URGENTLY seeking a **Monitoring and Evaluation Coordinator** to join the team.

**Job Purpose:**

TBC's Monitoring and Evaluation Coordinator will design and manage information management systems to measure progress and assess achievements in programming. This position will contribute to TBC's support for the relief and recovery of conflict-affected and displaced communities in southeastern Myanmar.

**Reporting Line:**

This job reports to Myanmar Programme Director.

**Type of Employment/ Location:**

Full time / Thailand

**Job Responsibilities:**

**Core Responsibilities & Duties**

**Develop Monitoring, Evaluation, Accountability and Learning (MEAL) frameworks:**

- Draft Theories of Change, logframes / project measurement plans, data management plans, evaluation and learning plans and accountability frameworks in consultation with TBC staff, partners and donors.
- Continuously assess and develop MEAL systems and tools to ensure that methodologies used and the information gathered are suitable to programme and donor needs.
- Ensure MEAL frameworks are fit-for-purpose and complementary with remote monitoring methods.

**Coordinate Monitoring and Evaluation:**

- Verify data collection and management standards by conducting occasional spot checks with TBC staff and partners as well as correcting inaccuracies on beneficiary databases and mapping platforms.
- Coordinate the validation, compilation and submission of beneficiary data by TBC Field Monitors and partners, ensuring disaggregation by sex, age and disability and consistency with donor requirements.
- Coordinate the validation, compilation and submission of indicators by TBC Field Monitors and partners, ensuring progress towards expected outcomes is accurately measured and reported to donors.
- Coordinate the design, management and analysis of population-based surveys (conducted by implementing partners using purposive sampling methods) to monitor socio-economic trends
- Coordinate the compilation and submission of 5W's data about programme reach on a regular basis for MIMU and humanitarian cluster coordination mechanisms.

**Strengthen Accountability and Learning Opportunities:**

- Ensure compliance by TBC staff and implementing partners to the regulatory standards, quality assurance and

other requirements expected by donors.

- Monitor safeguarding efforts by TBC staff and implementing partners, particularly in regards to protection of children and prevention of sexual exploitation, abuse and harassment.
- Monitor the lessons learnt and capacity building requirements of TBC field staff and implementing partners, in liaison with TBC's Capacity Building Coordinator.
- Identify issues which may affect the quality of programme performance and consequent program adjustments.

**Spatial mapping:**

- Coordinate the revitalisation of TBC's geographic information system (GIS) by consolidating existing spatial data, updating mapping software and integrating new global positioning system (GPS) data.
- Create customised maps to represent the programme reach of TBC and partners as well as the distribution of conflict, displacement and socio-economic conditions.
- Develop training materials and provide technical support and coaching for partners to create maps and manage their own information systems.

**Reporting:**

- Compile MEAL reports on a regular and timely basis as per the respective donor requirements.

**Networking and Representation:**

- Represent TBC in meetings with donors, including New Zealand MFAT, FCDO, UNOPS/LIFT, UNOPS/NRM, USAID, BPRM, Australian DFAT, as assigned.
- Represent TBC in meetings and workshops with over 30 implementing partners, as required.

**Occasional Significant Duties**

- Travel in Thailand and Myanmar to directly monitor interventions through meetings with TBC staff, implementing partners, beneficiaries/rights holders and other stakeholders.
- Interpretation between English, Burmese and Thai languages

**Job Requirements:**

- Graduate degree in Social Sciences
- 5 years working in relief, development and/or peace-building sector
- Burmese and/or English language
- Thai residency/citizenship
- High competency in MS Excel and ArcGIS software

**Application Closing Date** : 23 October 2022

**Expected Start Date** : December 2022

**How to Apply:**

- Please submit a current CV/resume including 2 references and a cover letter explaining why you are suitable for this post to [hr@theborderconsortium.org](mailto:hr@theborderconsortium.org)
- Only short-listed candidates will be contacted.

**\*TBC is an equal opportunity employer that values diversity at all levels.\***

***(Minorities/Females/People with Disabilities)***