



## **POSITION DESCRIPTION – MONITORING & EVALUATION SPECIALIST**

**Position:** Monitoring and Evaluation Specialist

**Reports To:** CIPE Country Director, Papua New Guinea

### **Background:**

The Center for International Private Enterprise (CIPE) strengthens democracy around the globe through private enterprise and market-oriented reform. CIPE is one of the four core institutes of the National Endowment for Democracy, and is an affiliate of the US Chamber of Commerce. Since 1983, CIPE has worked to build the political, market and civic institutions vital to a democratic societies and private sector led economies. CIPE's key program areas include anti-corruption, public governance reform, support of civil society, property rights, economic empowerment of at-risk communities, and opening political space in closed societies. This position in Papua New Guinea is funded through CIPE's women's economic empowerment project in the country, funded by the U.S. Department of State and the Australian Department of Foreign Affairs and Trade (DFAT). The position is on a contract basis.

In Papua New Guinea, CIPE is implementing women's economic empowerment programs funded by the U.S. and Australian governments. The overarching mission of this CIPE project is to create an entrepreneurial ecosystem for women in Papua New Guinea through establishing a Women's Business Resource Centre (WBRC), integrating entrepreneurship into the curriculum of Papua New Guinean universities, and providing technical assistance to women's business organizations in PNG. The WBRC is housed at:

Century 21 Building  
Lot 51, Section 35, Kunai Street, Hohola  
(PO Box 599)  
Konedobu, NCD  
PAPUA NEW GUINEA

The WBRC serves as a resource hub for women of all backgrounds, from university-educated women with an interest in starting a business to women with limited formal education with a desire for basic skill development. The WBRC offers training and professional education workshops, access to information, mentorship programs, and coworking space so that women entrepreneurs can quickly access the resources needed to thrive.

Where the WBRC functions as a safe space that builds the confidence of women and helps them recognize their potential as leaders, entrepreneurs, and contributors within their communities, the Women's Business Advocacy Network (BAN) is offered in tandem with WBRC to provide opportunities for women to advocate for economic

empowerment. BAN identifies legal barriers that obstruct women's participation in the PNG market, offers suggestions for policy changes, and advocates for these changes through dialogues with public officials. Through this platform, over 40 women leaders and champions for women's economic empowerment – including some WBRC users – have begun to convene and gather their voices to improve the enabling environment for women entrepreneurs.

**Role Summary:**

CIPE PNG is seeking a part-time Monitoring and Evaluation Specialist to assist with data collection and analysis to track project progress towards objectives of U.S. and Australian government funded projects. The candidate should be available 30-40 hours per week to support activities related to CIPE's women's empowerment programs in Port Moresby. The position will be salaried on an hourly basis.

Through the WBRC, CIPE ensures that women in PNG have increased economic opportunities. The success of the WBRC has been made possible through support from the Government of Australia's Department of Foreign Affairs and Trade. The M&E Specialist will support implementation of the project's monitoring plan and contribute to reports that monitor the project's progress towards its objectives. S/he will monitor progress through the use of activity reporting templates, participant and stakeholder survey protocols, key informant interviews, focus groups, a virtual sign-in application used by participants, and other methods as needed. The M&E Specialist will support the evaluation of ongoing and completed projects through on-site visits, document reviews, and coordination with independent evaluators where appropriate. CIPE is planning for the sustainability of the WBRC and the M&E Specialist is expected to contribute to assessments of previous project phases, current status and capacity of the WBRC, local stakeholder interest, and specific opportunities and needs for sustainability. Data collected by the M&E Specialist will be used to inform decisions at the strategic and project implementation levels.

Additionally, the M&E Specialist will support M&E of the Women's Business Advocacy Network (BAN), a women's policy and advocacy project outside of the WBRC made possible through support from the U.S. Department of State. The M&E Specialist will gather and analyze data according to the project's monitoring plan to produce quarterly monitoring reports that demonstrate the project's progress towards its objectives. S/he will track and record the development of the BAN through the engagement of the private and public sectors, as well as the impact on regulation, legislation, or social context of women enabled in the economy. The project promotes women's economic empowerment in Papua New Guinea by improving the enabling environment for women in business in Papua New Guinea. Using its successful business agenda project model, CIPE works with stakeholders to review the enabling environment for women in business, research and propose recommendations to advocate with legislative, executive bodies, and other regulatory bodies. Ensuring successful data collection and monitoring of the project will help improve CIPE's overarching strategy for women's economic empowerment.

CIPE is actively seeking to expand its programming in PNG and the Pacific Island region. The M&E Specialist may be asked to assist with development of proposal evaluation

plans in alignment with donor and CIPE evaluation policies using logic models, logical frameworks, theories of change, and the identification of appropriate objectives and indicators.

The M&E Specialist will report directly to the CIPE Country Director in PNG and work closely with CIPE program teams. The M&E Specialist will also regularly engage and indirectly report to the Washington, DC-based Evaluation Department, which oversees CIPE monitoring and evaluation policies, standards, evaluations, compliance with donor policies, and supports current programs in PNG.

### **Primary Duties to be Performed:**

- Manage project data collection through surveys, questionnaires, phone interviews and other activities as directed by the Country Director and guided by CIPE's Evaluation Department.
- Engage with the CIPE Evaluation Department to ensure alignment with CIPE evaluation policies and global evaluation best practices and maintain continuous oversight of progress toward deliverables.
- Collaborate with the CIPE Evaluation Department and program staff to develop project evaluation plans and create instruments for data collection that build the CIPE evidence base.
- Aid local staff in preparing monthly written narrative report to CIPE's Center for Women's Economic Empowerment Team and Asia Team by providing status of data collection, and reporting on project results; contribute to donor reports.
- Maintain accurate documentation and M&E database for reporting and record-keeping.
- Identify and lead areas of team M&E capacity building and implementation for long-term sustainability.
- Monitor and report on Women's Business Advocacy and Women's Business Resource Center projects by observing project activities, formally and informally interviewing participants and stakeholders, other data collection as needed, and observing media and government/legislative news; translate and submit media stories to the Country Director for monthly reporting.
- Contribute to general monitoring, evaluation and learning processes, activities and products with CIPE program staff and the Evaluation Department.
- Ensure safe and secure storage of data and transmission to CIPE DC.
- Occasionally contribute to drafting success stories for CIPE's Development Blog, Facebook Page, Twitter and other social media outlets by providing updated programmatic data.

### **Key Qualifications:**

- At least 5 years of experience with data collection, such as preparing and conducting surveys, focus groups and key informant interviews.
- Formal training on M&E practices.
- Demonstrated experience in report writing, program monitoring and evaluation.

- Knowledge of political and economic dynamics of PNG.
- Past experience creating monitoring, evaluation, and learning frameworks highly preferred.
- Proficiency in Tok Pisin and written English.
- Demonstrated experience in and knowledge of monitoring and evaluation best practices and tools.
- Commitment to ethical professional standards of research and evaluation, including work with potentially vulnerable populations.
- Experience beyond a support role in managing data-based monitoring and in implementing rigorous evaluation designs for large portfolio of projects is strongly preferred.
- Effective interpersonal and teamwork skills and the ability to work independently, and as part of a small team.
- Must be able to handle multiple detail-oriented tasks with limited supervision.
- Effective written and oral communication skills.
- Strong organization skills and a high level of attention to detail.
- Commitment to free market principles and the democratic ideals of freedom, equality, inclusion, participation, prosperity, and growth.
- Knowledge of Microsoft Office, especially Excel and Word, Outlook and One Drive.
- Familiarity with telecommunications platforms such as Skype and Zoom also required. Data analytic and visualization skills and experience including statistical and tabular presentations using major statistical packages for both qualitative and quantitative data.

Other desired qualifications include:

- Experience monitoring and evaluating U.S. or other foreign funded projects.
- Demonstrated understandings of public-private partnership models and mechanisms.
- Excellence in writing, reporting, and English composition.
- Demonstrated competency in standard Windows-based office software.

**Duration:**

The part-time position is available immediately. CIPE will complete a project orientation with the successful candidate, including training on CIPE M&E systems and standards as well as drafted data collection and reporting tools.

**To Apply:**

To apply for this exciting opportunity, please submit a resume, cover letter, a 3-5 page writing sample, and three (3) references for the M&E Specialist position posted under “Opportunities” at [www.cipe.org](http://www.cipe.org). Only candidates selected for an interview will be contacted. No phone calls please.