



URGENT: Expressions of Interest – USAID Opportunity 2.0

M&E ASSISTANT – CONSULTANT

Education Development Center, Inc. (EDC) is requesting expressions of interest (EOI) from qualified individuals for a Monitoring and Evaluation (M&E) Assistant – a short-term consultancy position to support our M&E Team. The estimated level of effort is 100% (full-time) over a **5-month period** from the date of consultancy award. The successful candidate is expected to work in the EDC office in Davao City.

Project Description and Background

The USAID Opportunity 2.0 (O2) is a five-year project funded by the United States Agency for International Development (USAID) and implemented by EDC with DepEd ALS and TESDA, with the support of LGUs, the private sector, NGOs, and agencies like DOLE and DTI that have programs for youth. Its goal is to strengthen support systems in the Philippines to provide second-chance opportunities to 180,000 out-of-school youths (OSYs) across all its project sites that lead to the improvement of their education, employment, and livelihood outcomes.

Achieving the project vision requires a multi-faceted, systems-strengthening approach that aligns the formal education system, markets, and youth “sub-systems” at the regional levels. This will be achieved by providing experienced project personnel embedded in government departments; further aligning the input of technical assistance; and maximizing opportunities to bring together the respective stakeholders to identify and refine synergies and transition pathways for youth, particularly between Department of Education (DepEd)’s Alternative Learning System (ALS) program and the Technical Education and Skills Development Authority (TESDA).

Scope of Work

The MEL Assistant based in Davao City reports to the MEL Officer for Davao Hub and is responsible for supporting the MEL officer in terms of routine data collection, ensuring accurate and verifiable data entries, and data storage activities.

1. Support routine data collection, conduct data entry activities, and data validation for various programs and interventions supported and/or implemented by the project;
2. Support the conduct of outcome evaluation activities, including tracking and validation of results i.e. accuracy of responses, means of verification;
3. Ensure that data entry activities adhere to data quality standards: complete, accurate, clean, and consistent data is shared with MEL Officers and Database manager for data processing and analysis;
4. Support with keeping the MEL database to-date by providing accurate, complete, and verifiable data entries;

5. Provide feedback to MEL Officers and other team members (as needed) on data fields that requires data review and action steps with O2 field teams;
6. Support the filing of MEL-related files to its appropriate data storage;
7. With support of MEL Officer, assist the conduct of capacity building and mentorship activities with O2 fields teams and Local Service Providers;
8. Support in the review of MEL tools and data collection process as applicable with relevant MEL team members;
9. Strictly maintain data confidentiality and observe data protection guidelines set by the project.
10. Support MEL team members in the production of required reports based on contracting requirements through provision of timely, accurate, and updated data.

Expected Deliverables

As a minimum, bi-weekly progress reports will be submitted to EDC. Other deliverables resulting from this Scope of Work will be refined with the successful applicant upon consultancy contract award.

Minimum Qualifications

- A Bachelor's degree in social sciences, education, statistics or related field and minimum 2 year of direct and relevant experience of in the field;
- At least 1 year of directly relevant experience in monitoring and evaluation, preferably in USAID-assisted projects;
- Proficient and effective oral communication and writing skills;
- Extensive or rich experience with monitoring program implementation using qualitative and quantitative approaches;
- Experience in supporting and coordinating data collection, processing, and analysis systems;
- Demonstrated capacity to work effectively with teams;
- Proven capacity to facilitate coordination among diverse range of staff and stakeholders;
- Excellent people skills at all levels, cultural sensitivity, ability to work well under pressure, negotiate diplomatically, and the ability to work well in a multicultural and multidisciplinary work environment;
- Willingness to work and travel in project areas.

Application Instructions

Interested candidates should send their application letter and resume on or before August 21, 2023 with a reference to the geographic area of interest, e.g., "*M&E Assistant – Davao City*" to the Opportunity 2.0 Operations and Procurement Manager at ProcurementPH@edc.org.

Applications must be either in Word or PDF and submitted as one file. Do not attach any other documents such as certificates, diplomas etc. – they will be automatically deleted. **Due to high volume of applications only shortlisted candidates will be contacted.**