

## VACANCY ANNOUNCEMENT (URGENT Hiring)

(VA – 008/2025)

CFSI is a humanitarian organization committed to peace and social development, with a particular interest in the psychosocial dimension. Its mission is to protect and promote human security— specifically the lives, well-being, and dignity of people uprooted by persecution, armed conflict, disaster, and other exceptionally difficult circumstances.

CFSI in Myanmar seeks qualified, experienced applicants with diverse backgrounds to work with CFSI, the duty station is in Naypyidaw.

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**1. Monitoring & Evaluation Assistant**

**1 post**

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### SUBMISSION OF APPLICATIONS

Interested applicants should send their Expression of Interest (EOI) application to [cfsi-myanmar@cfsi.ph](mailto:cfsi-myanmar@cfsi.ph) with the subject line CFSI Screening Committee - (Position Title). *Example: CFSI Screening Committee-Monitoring and Evaluation Assistant.* The Screening Committee will only contact short-listed candidates. In your submission, include the following documents:

- (1) Letter of interest addressed to the “Screening Committee”**
- (2) Updated curriculum vitae**
- (3) Names and contact details of three professional references**

CFSI highly values diversity, is an equal opportunity employer, and welcomes into the Organization those who are committed to human rights, subscribe to humanitarian principles, and meet the requirements of specific posts. Employment is offered without regard to race, color, religion, gender, age, (dis)ability, sexual orientation, or marital status. Committed to being a learning organization, CFSI invests in the further development of its human resources, including contributions towards higher education.

CFSI is committed to preventing any type of unwanted behavior at work, including sexual exploitation and abuse, lack of integrity, and financial misconduct. CFSI has adopted a zero-tolerance approach to sexual exploitation, abuse, and harassment. Rigorous background and reference checks are undertaken for all short-listed candidates.

**Incomplete application will not be considered for selection.**

**Qualified females are strongly encouraged to apply.**

**Deadline of Submission: 25 April 2025**

**COMMUNITY AND FAMILY SERVICES INTERNATIONAL**  
Terms of Reference

Position	: <b>Monitoring and Evaluation Assistant</b>
Reports to	: Humanitarian Response Project Coordinator
Duty Station	: CFSI Field Office in Naypyidaw (FON)
Project Classification	: Humanitarian Response Project (HRP)

**Duties and Responsibilities:**

Under the direct supervision of the Humanitarian Response Project (HRP) Coordinator, the Monitoring and Evaluation (M&E) Assistant ensures that project processes, inputs, and deliverables are tracked and evaluated. S/he is responsible for developing a monitoring and evaluation system and tools to measure the outputs and outcomes of the project. S/he shall consolidate the data reported from the field, through information management processes, and convert these into measurable information that will be useful in crafting project enhancement measures. S/he shall provide recommendations to the project team regarding monitoring and evaluation processes and results. S/he shall regularly perform data quality checks on the database vis-à-vis source documents and other sources of vital information pertaining to the project.

**Specifically, the Monitoring and Evaluation Assistant will perform the following tasks:**

1. Design and develop a Monitoring and Evaluation (M&E) Framework that is consistent with Project Logical Framework;
2. Develop, test, and finalize M&E instruments and tools for quantitative and qualitative data gathering;
3. Train Project Staff on the utilization of the M&E Framework, instruments, and tools;
4. Ensure credible data are gathered in a timely manner, and managed in compliance with data privacy policy;
5. Review and analyze project data, provide evidence of progress or delays, and suggest corrective measures to address bottlenecks;
6. Carry out regular field validation activities and gather qualitative information through Focus Group Discussions or Key Informant Interviews to support quantitative data;
7. Contribute to the drafting of quarterly project reports with evidence of outcomes and outputs;
8. Contribute to the collection of stories from the field, photos, and videos, which support quantitative data and highlight impact of the intervention;
9. Submit high quality Monthly Project Accomplishment Reports and M&E reports in a timely manner.
10. Submit regular 3Ws and/or 5Ws reports to UNOCHA and other humanitarian coordination platforms, sometimes through Headquarters, when required.
11. Manage the safekeeping of M&E database, documents, analyses, and reports.
12. Complete in a timely manner the Learning Plan.
13. Perform other pertinent and reasonable tasks as may be required by the Supervisor and/or the Senior Management Team.
14. Perform other tasks as required by the HRP Coordinator.

**Reporting Obligations/Deliverables:**

1. Monitoring and evaluation system and tools, including forms and other related documents.
2. Training and coaching plan for the project team on the logical framework and tools.
3. Project Database.
4. Tables and data analysis for monthly, quarterly, annual, and project completion reports.
5. Monthly Accomplishment Report
6. 3Ws and/or 5Ws, when required

**Qualifications, Skills, and Necessary Experience:**

1. Bachelor's degree preferably in statistics, social work, health sciences, public administration, education, or related field.
2. Academic and practical experience in information technology, statistics, and communication.
3. Minimum of five (5) years of work experience in monitoring and evaluation, data management, impact assessment, and data analysis.
4. Excellent interpersonal relationship skills, social research, and analytical skills, English communication skills, both written and verbal, and presentation skills.

5. Proficient in the use of logical frameworks and participative/community-based research and assessment processes.
6. Experience working in the field of sexual and reproductive health, including HIV and AIDS, and family planning. Knowledgeable about child protection, children's rights, LGBT rights, and women's rights.
7. Proactive and rigorous approach to problem-solving and professional responsibilities.
8. Demonstrated ability to work independently as well as cooperatively in a team.
9. Proficient with personal computers and appropriate software including, but not limited to, Microsoft, Word, Excel, and PowerPoint.
10. Willing to visit communities in the project-covered areas.
11. Willing to work beyond the regular work hours, deliver own work expectations, and lead ORP to meet program deliverables.