

Job Framework

Research, Monitoring and Evaluation Manager

As Research, Monitoring and Evaluation Manager you will be responsible for leading the monitoring, evaluation and research efforts for Marie Stopes International Cambodia's country program. This includes developing and implementing the organizational M&E framework, developing M&E tools, and supporting quantitative and qualitative research that will contribute to MSIC's evidence-base for program planning, donor reporting, and improvement of the program. Based at the Head Office in Phnom Penh, you will be expected to travel as required to project areas throughout Cambodia.

Job Title:	Location:	Reporting to:	Probationary Period:
Research, Monitoring and Evaluation Manager	Phnom Penh (some travel outside PP)	TBC	3 months

Marie Stopes International is a global organisation providing personalised contraception and safe abortion services to women and girls. Our local teams of professionals are passionate about the work they do in communities across 37 countries. The services they provide give a woman the power to choose when she has children so that she's free to pursue her plans and dreams for herself and her family. Marie Stopes International Cambodia (Marie Stopes) was established in 1998 and operates 7 reproductive health clinics, clinical outreach services, a call centre to provide information to clients and provides technical support to numerous public and private partners. In 2016, Marie Stopes provided services to approximately 80,000 women and men in Cambodia. A key responsibility of this role is to further **Marie Stopes' Vision: A world in which every birth is wanted** and its **Mission** of ensuring the individual's right to: **Children by choice, not chance.**

It is a role requirement that the job holder must fully comply with, promote and live **Marie Stopes' Core Values:**

Mission Driven	Client Centred	Accountable	Courageous
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Key Responsibilities	Measures
<p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> Manage all database systems such as CLIC, DataWinners, Referral App, Quality Technical Assistance (QTA) and monthly service tracking Lead in the design and implementation of MSIC's program level Monitoring and Evaluation (M&E) framework Develop tools to collect data and produce regular high quality reports, ensuring quality and accuracy of data Assist channel leads with the development of monitoring and evaluation plans for program activities and support the development of project log frames for new projects in collaboration with relevant project managers and support staff Design and implement improved electronic data collection systems for tracking and monitoring program and project data Supervise and provide direction to other M&E or data entry staff Identify and address the M&E training needs of MSIC including supporting and building capacity of project staff and clinic staff in inputting data, running reports and using data for evidence based planning Prepare and update monthly, quarterly, and annual monitoring and evaluation plans and reports Develop performance dashboards and formats for presenting organizational data 	<ul style="list-style-type: none"> Annual work plan developed and implemented Regular performance dashboard and monitoring reports produced Project/program log frames developed
<p>Research</p> <ul style="list-style-type: none"> Develop and lead the implementation of a research agenda in accordance with the needs of MSIC clinical and program objectives Develop research proposals and/or work with researchers/ research agencies to develop research proposals. Design and manage internal research, including: surveys, needs assessments, market research, consumer satisfaction and ensure of high quality standard. Build the capacity of MSIC team in conducting research. Manage research studies including training and supporting research teams in the field. Support data coding, analysis and report writing for research studies. 	<ul style="list-style-type: none"> Internal and external research pieces are developed and implemented to MSI standards Client Exit interview implemented on time All research governance and ethics processes are adhered to

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<ul style="list-style-type: none"> Actively participate in research forums and work with partners to support MSIC's research agenda. Prepare terms of reference and study designs for contracting out research studies to external agencies. Prepare relevant documents for national Ethics Review Board (ERB) approval Develop TORs for studies being conducted externally and involved in selection process; manage external agencies. Manage and implement the annual Client Exit Interviews 	
Joint Research, Monitoring and Evaluation (RME) Responsibilities	
<ul style="list-style-type: none"> Provide technical support and training for all MSIC database systems such as CLIC, DataWinners, Referral App, Quality Technical Assistance (QTA) Oversee data validation processes in collaboration with program and finance staff to ensure highest quality of data reporting Work with MSI Regional RME managers and advisors to contribute towards global research initiatives and ensure that MSI's standards and best practices inform MSIC's work; Participate in Regional/Global RME workshops, as required. Collate, develop and publish reports, and disseminate RME findings and lessons learnt internally and externally when appropriate 	<ul style="list-style-type: none"> MSIC staff are trained in all database systems (where applicable) Data verification processes implemented Results and insights are developed and disseminated to relevant audience

Skills and Experience

Qualifications:

- A Bachelor or Masters degree in social sciences, research, public health or other relevant field

Experience:

Essential

- Minimum 3 years' experience in project monitoring, evaluation and reporting
- Strong experience in quantitative data analysis and qualitative research (such as market research, participatory action research, quantitative research)
- Experience of data processing and analysis of quantitative and qualitative data sets, using databases, such as SPSS
- Experience in developing project log frames
- Familiarity with monitoring and evaluation requirements of international donors advantageous
- Experience working in public health, particularly reproductive health, desirable
- Experience of commercial/market research advantageous

Skills:	Attitude
<ul style="list-style-type: none"> Computer Skills: Advanced Excel, Advanced Access, SPSS, Epi Info, Word, Power Point Experience of data processing and analysis of quantitative and qualitative data sets, using data bases, such as SPSS Strong English language skills (reading, writing, speaking) Good management skills including strategic planning, team management and team building Highly developed communication skills Ability to manage and prioritise a demanding work load 	<ul style="list-style-type: none"> Good leadership skills as well as communication, negotiation and interpersonal skills Results oriented and innovative Able to take initiative Able to work under pressure Commitment to reproductive health in development and an individual's right to control his/her own fertility Ability to travel to project sites in the provinces and stay overnight, as required Ability to travel internationally, as required