

Position:	Specialist, Monitoring, Evaluation and Economic Analysis
Division:	Program
Report to:	Director, M&E and EA
Band:	C
Position Objective	
The Millennium Challenge Account (MCA) in Timor-Leste, collaborating with the Government of Timor-Leste and the Millennium Challenge Corporation (MCC) of the Government of the United States of America, is responsible as the Government of Timor-Leste's accountable entity for implementing the \$420 million Timor-Leste Compact, which, together with an additional contribution of \$64 million from the Government of Timor-Leste, represents a total \$484 million investment in Timor-Leste. The Compact aims to address human capital development as a binding constraint to economic growth in Timor-Leste through two projects: the Water, Sanitation, and Drainage (WSD) Project and the Teaching and Leading the Next generation of Timorese (TALENT) Project. The Specialist, Monitoring, Evaluation, and Economic Analysis (MEEA), under the supervision of the Director, MEEA, is responsible for the daily execution, monitoring, and supervision of M&E activities, and the collection and consolidation of economic data, ensuring consistency with established work plans and implementation guidelines by the program team and by implementing partners.	
Duties and Responsibilities	
M&E Plan Updates and Implementation: i. Support the M&E Director in developing and updating the M&E Plan, including: • Collaborating with project teams to define relevant performance indicators, baselines, and targets; • Contribute to the periodic updates of the M&E Plan by gathering feedback from implementing partners, project teams, and other stakeholders to ensure that the Plan remains relevant and actionable; • Identifying and helping resolve data gaps or quality issues; • Incorporate M&E requirements into implementer contracts and agreements; • Monitoring the adherence of the project team and implementing partners to M&E plans and schedules across different project stages, to ensure efficient implementation of M&E plans. Indicator Tracking and Reporting: ii. Update performance data in the Indicator Tracking Table (ITT), compile supporting documentation, and address data discrepancies to ensure data accuracy before submitting for the Director's review;	

- iii. Consolidate monitoring and evaluation (ME) metrics and documentation on project performance against milestones from program team and implementing partners, to support the evaluation of project implementation and impact;
- iv. Review and analyze M&E data to identify inconsistencies and outliers. Verify information accuracy for project evaluation and reporting. Flag and report any gaps or inconsistencies to the M&E Director promptly, ensuring data integrity.

Supporting Independent Evaluations:

- v. Gather required data and documentation for independent evaluators;
- vi. Coordinate the logistics of evaluations by working closely with survey firms and evaluators to ensure that baseline and interim data collection activities are conducted as per the evaluation plan;
- vii. Liaise with independent evaluators, assisting in the review of evaluation materials, and supporting the organization of evaluation dissemination events.

Field Assessment Design and Implementation:

- viii. Lead field data collection to monitor progress towards output and intermediate outcome indicator measurement. The Specialist should also ensure that any quantitative or qualitative data collected is properly validated and reported back to the Director for further analysis.

Economic Analysis Support:

- ix. Gather economic statistics to feed into the analysis that are crucial to the design and implementation of projects;
- x. Provide the Director with updated, accurate data to inform economic analysis updates in collaboration with the MCC Economist;
- xi. Serve as a liaison between the M&E/EA unit and project teams to ensure seamless data flow and analysis that supports evidence-based implementation.

Communication, Stakeholder Engagement and Capacity Building:

- xii. Communicate regularly with implementing entities and relevant government entities (as appropriate) regarding data collection and reporting—copying relevant MCA colleagues;
- xiii. Train and guide the project team and implementing partners on the use of MCA M&E tools and formats, to strengthen the quality of M&E outputs;
- xiv. Develop and implement capacity-building initiatives for implementing partners and relevant government entities on M&E practices.

Reporting and Visualization:

- xv. Maintains documentation and databases related to M&E statistics and project results to support improvement of projects and of the overall M&E framework;
- xvi. Create visual representations of data to aid easier communication and interpretation of findings/results to stakeholders effectively.

Requirements (Education, Experience, Technical Competencies)

- Bachelor's Degree in Economics, Statistics, Social Sciences or a related field
- A minimum of five years experience monitoring high value project/programs, participating in program evaluations, including qualitative data collection (ex: key informant interviews, focus groups) and/or quantitative data collection (ex: household surveys, business surveys); and extracting and assessing the quality of secondary/administrative data.
- Experience working on development projects with a similar size and scope. Previous experience evaluating US Government funded projects is a distinct advantage.
- Demonstrated experience in one or more of the following statistical analysis software and databases, such as STATA, SPSS, SAS, CSPRO, Access, Excel and strong knowledge of MS Word and PowerPoint
- Ability to work with Microsoft Office Suite, and other basic computer knowledge.
- Excellent written and verbal communication skills in English and Tetum required; proficiency in one or more local languages an added advantage.
- Demonstrated similar work experience in Timor-Leste and experience coordinating with Government of Timor-Leste institutions is an advantage.

This Position Description is subject to revisions/updates as necessary to ensure alignment to MCA's strategic direction and structure. Revisions to the description are subject to applicable Human Resources policies and procedures, and official versions of each Position Description are maintained by Human Resources.

Original Drafted by:	Abraham Kausa	Date:	28/09/2024
Reviewed by:	Benbella Dektar	Date:	10/02/2024
Approved by:		Date:	