



Consultancy Announcement

**Reference No:
JPF-21-001**

January 2021

General Information

1. Preamble:

The Japan Platform (hereinafter referred to as "JPF") is an international emergency humanitarian aid organization which offers the most effective and prompt emergency aid in response to humanitarian needs, focusing on issues of refugees and natural disasters. JPF conducts such aid through a tripartite cooperation system where NGOs, business communities, and the government of Japan work in close cooperation, based on equal partnership, and making the most of the respective sectors' characteristics and resources.

JPF serves as an intermediary support organization providing various types of assistance to member NGOs in Japan to deliver quick and comprehensive aid on their own. JPF has supported aid activities of 44 member NGOs, each with its own set of diverse strengths. It has delivered humanitarian assistance to 55 nations and regions about 1,500 project, with a total financial contribution of 60 billion yen. JPF has built a strong reputation based on trust by promoting cooperation among private sectors and NGOs and by accurately reporting all of its activities. Established in 2000, JPF has been providing emergency relief in conflict affected countries as well as disaster-stricken regions including South-Sudan, Syria, Iraq, Afghanistan, Yemen, Venezuela, Bangladesh and others. To ensure the quality of the assistance and promote accountability, JPF is seeking qualified Monitoring and Evaluation specialists. Please find attached JPF Information Leaflet as Annex 1. More information on JPF can be found at <http://www.japanplatform.org/E/>.

2. Terms of Reference

Conduct monitoring and evaluation of the projects implemented by member NGOs

- M&E projects planning and management
- Coordination with member NGOs and their Local Partners
- Coordination with local consultants for the smooth operation in the field
- Support to develop evaluation tools
- Conduct a field survey for qualitative and quantitative data collection, clean and analyze collected data
- Organize the inception meetings and debriefing meetings with the participation of member NGOs and local consultants
- Documentation of project findings, learnings, good practices, recommendation etc. as a monitoring/evaluation report.

Coordinate third-party monitoring and evaluation

- Support to formulate Terms of Reference for a third-party monitoring and evaluation if necessary.
- Procure a third-party monitoring and evaluation company, NGOs, or other relevant organization / individuals to conduct third party monitoring and evaluation.
- Coordinate a mission with third party monitoring and evaluation organization/ individual and member NGO and their implementing partner.
- Monitor and support a mission during visit.
- Provide a feedback on the monitoring and evaluation report

Direct Field Support

- Provide logistical support to secretariat staff for a mission in the region on request.
- Provide immediate security advice and support during critical events.
- Be available for deployment to a regional country as short turn-around time to support

sudden needs, emerging developments, incident support, and JPF mission.

Other

- Assist revision of project proposals and final reports of member NGOs.
- Review monthly reports of member NGOs
- Develop JPF M&E guideline consulting with member NGOs
- Inter-agency coordination in various sectors; attend and encourage field-level coordination in the NGO community;
- Seek opportunities for formal and informal cooperation;
- Develop a network of relationships with peers in the humanitarian community (UN, NGO, ICRC, appropriate governmental offices, etc);
- Take notes during interview by JPF to international agencies such as INGOs, and UN;
- Take photos as requested;
- Other works that JPF requests;

3. JPF offers

Post Title : Monitoring and Evaluation Specialist
Number of Position : (2)
Duty Station : Tokyo, Japan
Contract term : 1 April 2021 – 31 March 2022 (1 year)
Report to : M&E Division Manager
The currency of payment : Japanese Yen
Salary defined by JPF salary grid depending on education level, expertise and experience.

4. Qualifications

The consultant must have the following skills and experience;

- Master or Bachelor degree in Social Science, Statistics, and/or other relevant field
- Fluent in Japanese and English (spoken and written)
- Ability to travel outside your region
- Minimum 3 years of relevant experience in M&E roles for humanitarian and development organizations
- Familiar with Humanitarian Essentials, Sphere Standards, CHS, PSEAH and international humanitarian guidelines and protocols
- Good interpersonal skills, team player, facilitation skills and strong communication skills, both verbal and written

5. Competencies

- Overseas work experience, preferably with UN / INGO
- Experience in data analysis and producing reports
- Experience in conducting field studies from designing to report writing
- Thorough knowledge in quantitative and qualitative data collection method
- Experience in conducting monitoring and evaluation using CHS is a strong asset
- Preferably have thematic expertise such as WASH / Child Protection / Food Security, etc.
- A deep understanding of the local context in specific regions / countries where JPF operates is an asset.

6. How to apply

Interested applicants who meet the required qualifications and experiences are invited to submit the expression of interest along with the documents listed below, by **10:00, 31 of March 2021** to the following Email address.

- Prepare a CV in Word or PDF format.
- In Word or PDF format, prepare an introductory letter that includes only the points below.
 - 1-2 pages explaining your two most relevant past M&E assignments and what you found most challenging and rewarding when delivering your M&E work.
 - 1-2 pages explaining how you would propose measuring behavioural change among 300 beneficiaries who have received one-time training on COVID-19 preventive measures by trained staffs.
- In Word or PDF format, attach an example of an evaluation report or assignment you have recently completed and written yourself.
- Any document or certificate to prove language proficiency (Non-native English speakers to submit a certificate for English language test while non-native Japanese speakers to submit a certificate for Japanese language test)

All documents shall be written in **English**.

	Name / Surname	Department	E-Mail Address
1.	Mr. Hiroaki HIGUCHI	Monitoring & Evaluation Division	shoko.shionome@japanplatform.org

Due to the number of applications received, only short-listed candidates will be contacted.

7. List Annexes

- Annex_JPF_Info_Sheet