Terms of Reference:
Monitoring, Evaluation and Learning (MEL) Manager

Programme overview

The Business Innovation Facility (BIF) is a 5-year multi-country initiative funded by the UK Department for International Development (DFID).

BIF employs a 'Market Systems Approach' - aiming for large scale, inclusive and sustainable economic impact by catalysing change in overall markets rather than targeting individual operators within that market. BIF looks to support commercially viable pro-poor market innovations that will enhance economic growth, create wealth, and reduce poverty.

To do so, BIF partners with companies that are operating in selected markets and have the potential to benefit a large number of poor people. BIF supports these companies, typically with high quality consultancy services, to develop innovative and inclusive business models and disseminates the benefits of these innovations. Ultimately, BIF aims to improve access to economic opportunities for poor people, so that they may engage in markets as employees, producers or consumers.

In Myanmar, BIF focuses its work on three sectors: garment, tourism and bamboo. Further information can be found at bifprogramme.org.

Description of services

The Monitoring, Evaluation and Learning (MEL) Manager will report directly to the BIF Myanmar Team Leader. The MEL Manager's role is to optimise BIF's ability to accurately measure the depth and breadth of the market system changes it aims to achieve.

In addition, the role of the MEL Manager is to provide BIF Myanmar Team Leader and BIF Myanmar Market Managers with information that can be used to modify ongoing interventions to better suit the objectives of the programme, accurately assess the impact of completed interventions and contribute to the planning of future interventions across markets. The role also involves generating learning from the different markets, interventions and activities and understanding how this learning can be used to inform the design of new activities while understanding the outputs, outcomes and impacts these new activities will generate.

The MEL Manager is responsible for maintaining the MEL system of BIF Myanmar, ensuring it is up to date and accurate at all times. This also includes maintaining consistency between markets' results measurement systems in line with the BIF M&E Manual.

The MEL function supports the collection and analysis of data. To ensure MEL activities are completed to a high standard, the BIF Myanmar MEL function currently comprises one MEL Officer and one M&E Officer working in the tourism team, one Coordinator and Assistant Coordinator in the garment team and one M&E Officer in the bamboo team. The MEL function also relies on support from enumerators (garments) and field officers (bamboo) deployed punctually in the regions/states where BIF supports a cluster of businesses or where activity implementation requires regular follow up.

The MEL Manager is responsible for designing and implementing results and impact assessments to understand how BIF is performing against the logframe projected targets. This will include providing guidance to the MEL and M&E officers.

The MEL Manager is expected to complete the following activities:

- Contribute to the development, pre-testing and roll out of data collection tools including baseline, midline, end line, as well as other M&E tools (e.g. Action Plan Progress Reports).
- Accurately complete and update the Intervention Management Plans (IMPs) for the three markets and all on-going interventions.
- Keep record of the latest versions of the Intervention Management Plans and ensure proper coding of IMPs for version control.
- Execute the development of standard data analysis and visualisation tools and reports.
- Compile analysis and visualisation of data and findings for each intervention and present this information in market-specific data and learning reports. These reports will provide a breakdown of all activities undertaken since the beginning of BIF (number and types of businesses and peoples, locations, feedback received, impact achieved, time and duration of inputs, lessons learned, etc.)
- Produce monitoring, evaluation and impact data in line with IMP indicators for monthly reports, quarterly reports, annual reports and annual reviews.
- Produce a BIF Myanmar MEL 12-month work plan with clear milestones and including the deliverables listed below.
- Produce clear and manageable schedules for data collection and analysis that provide the market teams a clear understanding of activities to be undertaken.
- Oversee the work of the MEL Officer and M&E Officers to ensure that they are sufficiently trained to collect high quality data and have a clear understanding of the chosen data collection and analysis methodologies.
- Quality assure all data collected by the MEL Officer, M&E Officers and enumerators and report any concerns to the BIF Myanmar Team Leader.
- Collate, verify and organise social and economic data and data sources for drafting various learning papers.
- Draft key messages for learning papers and stories about BIF and its partners' successes.
- Contribute to the dissemination strategy and the actual dissemination of the different learning outputs.
- Source and/or provide technical advice for the delivery of the activities described above, where appropriate, and after discussion and agreement from the BIF Myanmar Team Leader.
- Support wider BIF Burma (Myanmar) activities as required by the Team Leader.

Deliverables

1. Actual data against output and outcome indicators for the quarterly reports.
2. Up to date IMPs for all three markets by 30 October 2018.
3. Draft and final data collection, analytics and visualisation tools in line with approved IMPs and learning objectives.
4. A learning paper for each of the three markets to inform ongoing intervention design/implementation and to inform expansion strategies.
5. Market-level monitoring, evaluation and leaning reports (including an annex listing all businesses supported by BIF, a short description of their activities, their contact details and the impact they have generated).
6. A MEL work plan including milestones and deliverables for the MEL Manager and all other M&E/MEL resources.
7. Electronic copies and backup copies of all completed questionnaire tools with quality assurance completed.
8. Cleaned databases and associated data analysis and visualisation for each intervention.
9. Other deliverables to be agreed with the BIF Team Leader.

Reporting

- The MEL Manager will report to the BIF Myanmar Team Leader.

- All progress and deliverables must be reviewed and approved by the BIF Myanmar Team Leader or the BIF Myanmar Programme Manager or a delegate of one of these individuals.
- PwC will pay a fixed rate per day up to a maximum number of days for the duration of this statement of work, subject to performance of the services to the reasonable satisfaction of the BIF Myanmar Team Leader and/or BIF Myanmar Programme Manager.

Duration, schedule and location

This statement of work is for 11 months starting on 1 May 2018. The maximum number of working days chargeable over the 11-month period is 201 days. The daily rate is based on a 7-hour working day. Travel time is not chargeable unless that time is also used to complete project-related work.

Unless otherwise agreed with the BIF Myanmar Team Leader or BIF Myanmar Programme Manager, the services should be carried out from the BIF Office in Yangon (Unit 301, Prime Hill Business Square, Dagon Township). Standard office hours are 08:30 - 16:30 (Myanmar time), Monday to Friday.

Services should not be carried out during weekends or during Myanmar public holidays unless otherwise agreed with the BIF Myanmar Team Leader or BIF Myanmar Programme Manager.

Extensive travel to the regions/states of Myanmar, and possibly internationally, is to be expected.

Skills and experience

- University degree in a relevant subject.
- 5+ years' work experience.
- Experience in economic analysis, data collection and analysis (quantitative and qualitative).
- Understanding of the private sector in Myanmar and/or in consulting.
- Strong skills in numeracy, reporting, team-working and communication.
- Proficiency in computer packages – Microsoft Word, PowerPoint, Excel and email is required.
- Strong working knowledge of English (spoken and written) and Burmese is essential.
- Experience working on international development programmes is highly desirable.
- Knowledge / experience of some/all of BIF Myanmar's focus markets (garments, tourism and bamboo) is desirable but not essential.

Application

Interested candidates should submit their CV and a cover letter by email to the BIF Myanmar Team Leader, Sebastien Moineau (sebastienmoineau@asperconsulting.com) and BIF Myanmar Programme Manager, Olivia Elson (olivia.m.elson@pwc.com) no later than 5pm Myanmar time on Friday 13th April. Please note that only candidates shortlisted for interview will be contacted.