



## Marie Stopes International

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Marie Stopes International (MSI) is a results-orientated Social Business, which uses modern management and marketing techniques to provide family planning, reproductive and sexual healthcare and allied services. MSI Timor Leste (MSITL) goal is to meet the needs of underserved Timorese and dramatically improve access to and use of family planning and other reproductive health services. MSI Timor Leste is part of Marie Stopes International's Global Partnership, which operates in over 38 countries worldwide.

## Position Description

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<b>Project Name:</b>	REACHING OUT: Extending the outreach of comprehensive sexual and reproductive health care to vulnerable communities in rural Timor Leste
<b>Donors:</b>	European Commission, AusAID and SCALE
<b>Executing Agencies:</b>	MSI Timor Leste
<b>Consultation title:</b>	Monitoring & Evaluation Adviser
<b>International Consultant:</b>	TBA
<b>Reporting to:</b>	Country Director, MSI Timor Leste
<b>Location:</b>	Dili, Baucau, Ermera & Bobonaro, Timor Leste

## Project Background

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### 1. Goal

To contribute to the achievement of the Timor Leste National Vision through innovative sexual and reproductive health (SRH) interventions supporting the overall alleviation of poverty.

### 2. Project Purpose

Marginalized East Timorese women and young people will be able to access much needed SRH services and information through positive behavior change and service delivery in eight Districts of Timor Leste.

### 3. Project Outputs

1. Increased awareness of SRH issues among vulnerable and marginalized communities
2. Increased utilization of SRH services and contraceptives

3. Strengthen the capacity of a non-state actor, MSITL, and the establishment of a sustainable model of service delivery
4. Contribute to the development of an enabling environment to promote high quality SRH information and services complementing the Timor Leste health system

### **M&E Requirements**

MSI will utilize the skills of an M&E Adviser to develop an M&E framework that is aligned with the targets of the project logical framework, complimenting also the targets for national development as set out in the Timor Leste Health Sector Strategic Plan. It is envisaged that the framework will include: a plan of action identifying roles and responsibilities for the project team; beneficiaries and key stakeholders in its implementation; use of reporting and participatory monitoring frameworks such as the logical framework matrix; and methods to measure the impact of these actions on the community such as baseline and endline surveys, focus group discussions, and data collection that is sex disaggregated. The monitoring components will outline supervision elements, such as a stringent reporting system that ensure team members throughout the Districts develop reports weekly and present written work plans and reports on a monthly basis. The plan will also include processes for full narrative, financial (including a budget versus actual) and quantitative reports for project activities including monitoring and technical assistance visits. The outputs from the M&E framework will conform to project reporting requirements.

### **Description of the Consultancy**

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#### **Purpose:**

To develop a comprehensive monitoring and evaluation framework for 'REACHING OUT' in Timor Leste

#### **Tasks:**

The consultant will:

- Conduct a desk review of the REACHING OUT project prior to arriving in Timor Leste to ensure basic understanding of the project, its background and existing M&E tools
- Consultative one day workshop with the MSI Timor Leste management team regarding adopting the most suitable Monitoring & Evaluation approaches
- Utilizing existing project documents, develop a M&E framework that is in line with the 'REACHING OUT' project logical framework
- Develop a M&E plan identifying roles and responsibilities for the project team to implement the M&E framework
- Review existing MSITL reporting and monitoring tools (such as report formats, client surveys, community education feedback forms etc) and provide recommendations for improvement and/or develop new tools working with the MSITL staff where gaps are identified
- Conduct a half day closing meeting to introduce the draft 'REACHING OUT' M&E framework and M&E plan to the MSITL project team

#### **Outputs**

1. M&E framework for REACHING OUT developed
2. M&E plan for remainder of the project developed
3. New M&E tools drafted where gaps identified
3. MSITL team understands and is able to utilize framework.

#### **Duration and dates:**

14 days from 20 March to 2 April 2010 (including desk review time)

**Location:**

Desk Review: home location of consultant (documents to be sent via email)

In country: Dili, Baucau, and Ermera if time permits

**Key Selection Criteria**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION &amp; QUALIFICATIONS</b>		<ul style="list-style-type: none"> <li>• Masters qualifications in relevant areas, including sexual and reproductive health, public health, international development and/or evaluation.</li> </ul>
<b>SKILLS &amp; APTITUDES</b>	<ul style="list-style-type: none"> <li>• Understanding of sexual and reproductive health care in developing countries settings</li> <li>• Proven project management qualification.</li> <li>• Understanding of European Commission contractual and project requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Extensive knowledge and understanding of SRH in Timor Leste</li> <li>• Prior demonstrated experience in working on European Commission funded activities</li> </ul>
<b>PREVIOUS EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• At least 5 years experience in developing M&amp;E frameworks and plans in developing countries</li> <li>• At least 3 years experience in working with and consulting with stakeholders in developing countries</li> </ul>	<ul style="list-style-type: none"> <li>• Proven experience in relevant work in Timor Leste</li> </ul>
<b>ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Demonstrated cultural sensitivity</li> <li>• Able to work as part of a team</li> <li>• Self motivated</li> <li>• Adaptive and flexible</li> <li>• Able to work under pressure</li> <li>• Diplomatic</li> <li>• Commitment to individual's right to control their own fertility</li> </ul>	

**Application Process:**

- Your application should include an updated CV and a detailed response to the Key Selection Criteria
- Daily consultancy rate is between EUR 380-480 commensurate with experience
- Return economy class airfare provided
- Per diem, accommodation and local transport provided
- Interested consultants can contact MSITL on [msi\\_timorleste@yahoo.com](mailto:msi_timorleste@yahoo.com) for more information
- Deadline for application is **Monday 8<sup>th</sup> March 2010**
- Completed applications should be sent to [Johanna.Wicks@mariestopes.org.au](mailto:Johanna.Wicks@mariestopes.org.au)