



## TERMS OF REFERENCE

### DESIGNATION: MONITORING EVALUATION AND LEARNING OFFICER

#### **Background**

Unilab Foundation, Inc (ULF) is the corporate foundation of United Laboratories, Inc. Its purpose is to strengthen the enabling environment for inclusive development through social innovations and impactful programs that will improve the mental health and well-being of young Filipinos, nurture integrated Science, Technology, Engineering and Mathematics (STEM) learners, innovators and workforce and improve the active participation of the youth in promoting good health and well-being of Filipinos.

ULF aims to achieve long term, transformational development impact and is committed to building partnerships to extend its programs' reach and impact. ULF convenes like-minded groups and individuals from international and local NGOs, other development sector stakeholders, government, industry and academe to address development issues in a coordinated manner.

ULF has three Programs:

- Heads Up PH is a mental health and wellbeing program. Working with partners, the Program focuses on capacity building for educators, providing learners access to information towards improving their key socio-emotional skills, curricular innovation, building community support and advocating for enabling policies.
- Project Kaakbay enables the youth to actively promote health and well-being of Filipinos. Working with partners, the Program equips the youth to be advocates for health by building leadership and management competencies to implement health projects in their communities and advocates for enabling policies for youth engagement.
- The Unilab Center for Health Policy (UCHP) is an initiative of the Unilab Foundation as part of its program of creating an enabling environment for inclusive development. The UCHP will provide the venue for stakeholders in government and the private sector to better understand health policies and implementation arrangements and for them to engage in a fruitful solutions-focused dialogue with the end in view of delivering better health services particularly to the most-vulnerable

In addition to its core programs, ULF has three (2) independent programs that it continues to support its growth and sustainability, namely:

- Positive Youth Development Network (PYDN) that provides a platform for youth to become change agents.
- Center for Integrated STEM Education (CISTEM) that provides STEM learning curriculum and resources to capacitate our teachers and learners in high quality STEM education.

For more information, visit [www.unilabfoundation.org](http://www.unilabfoundation.org)



### **Purpose**

The Monitoring, Evaluation, and Learning (MEL) Officer will report to the Strategic Support Manager and will be part of the Strategic Support Unit. The purpose of the position is to support the development and implementation of the ULF Monitoring, Evaluation and Learning Plan.

### **Duration**

July 2024 to June 2025

### **Scope of Work**

Successful candidate shall undertake the following responsibilities:

1. **Support the development, implementation and periodic updating of the ULF Monitoring, Evaluation and Learning (MEL) Plan (focusing on the M&E part) in collaboration with the KIM Officer.**
  - a. Working with the SSU Lead, supports the continuous development and refinement of the MEL documents, including developing tools, templates, and processes.
  - b. Create and manage (in collaboration with the KIM Officer) the MEL database.
  - c. Provide support in writing ULF reports with MEL data, including monthly dashboard, mid-year progress reports and annual reports.
  - d. Review terms of reference, templates and procedures related to MEL as may be required.
  - e. Contribute to other ULF-wide inputs (eg budget forecasting, strategy development, annual planning, policy development)
2. **Conduct of programs monitoring activities**
  - a. Support the development of tools and evaluation documents and the conduct of evaluation activities.
  - b. Extract, aggregate, and analyze MEL data for various stakeholders and other reporting processes, in consultation with the program teams and other units.
  - c. Quality-assure the submitted program reports, especially the vetting of analysis of the data collected and reported.
  - d. Provide support to teams in the midyear review and annual planning process, including reviews and revisions of Risk Matrix, SWOT/PESTLE, and Stakeholder Analysis.
  - e. Participate in monitoring visits to projects.
3. **Provide MEL support to programs**
  - a. Apply technical knowledge and methodologies, analysis techniques, and MEL approaches to support programs in MEL to understand and report on impact.
  - b. Collaborate with the units in developing annual performance targets.
  - c. Collaborate with the units in the collection and analysis of M&E data.

4. **Support HR's initiatives on Staff Learning and Development, with focus on the conduct of MEL learning sessions**
  - a. Support the SSU Lead during the onboarding session of new staff
  - b. Facilitate learning sessions/ Brown bag sessions on MEL
  - c. Identify learning areas in coordination with the SSU Lead.

#### **Knowledge, Skills and Abilities required**

1. Minimum of 5 years of experience in an M&E and reporting role in a development sector context.
2. Knowledge of M&E best practice and tools
3. Excellent communication and interpersonal and facilitation skills, including the ability to liaise, coordinate and support a diverse program team
4. Computer application skills, data management, reporting, and presentation skills.
5. Self-motivated, results driven, excellent organizational and time management skills, attention to details, ability to work under pressure, and team player.
6. Research, analytical and problem-solving skills.
7. Knowledge of social and/or governance sectors in the Philippines.
8. Relevant educational / professional degrees and certifications.

#### **Selection Criteria**

1. Relevant MEL experience, preferably in a Philippines development sector context.
2. Demonstrated knowledge of MEL best practice including qualitative and/or quantitative methods
3. Strong interpersonal skills with demonstrated ability to coordinate effectively with multiple teams.
4. Demonstrated ability in preparing reports and presentations.
5. Demonstrated sound judgment, initiative and results orientation ability.
6. Demonstrated research, analytical and problem-solving skills.
7. Knowledge of social and/or governance sectors in the Philippines.
8. Relevant educational / professional degrees and certifications.

#### **How to Apply**

Please send your updated Curriculum Vitae to [hr@unilabfoundation.org](mailto:hr@unilabfoundation.org) with a subject line MEL Officer and a cover letter outlining your suitability for the position. The accepted applicant will be based in Mandaluyong City. This is a fixed-term position.

Due to the volume of applications received, only shortlisted candidates will be notified.

*Child Protection: Unilab Foundation Inc is committed to child protection and safeguarding the welfare of children in the delivery of our programs. Recruitment and selection procedures reflect this commitment and will include relevant criminal record checks.*