

## TERMS OF REFERENCE

### **DESIGNATION: MONITORING, EVALUATION, and LEARNING SPECIALIST**

#### **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

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

**Purpose**

The Monitoring, Evaluation, and Learning (MEL) Specialist will be part of the Strategic Management Unit (SMU) and will report to the SMU Lead. The purpose of the position is to support the development, implementation, monitoring, and evaluation of the SMU activities.

**Duration**

August 2025 to July 2026

**Scope of Work**

Successful candidate shall support the SMU Lead on the development, implementation, and updating of ULF's MEL plan, as detailed in the key responsibilities.

**Key Responsibilities****1. Strategic Management (20%)**

- a. Identify and plan M&E activities and process of implementation of the organization and its programs and units.
- b. Support teams in the different planning processes, including reviews and revisions of Risk Matrix, SWOT/PESTLE, and Stakeholder Analysis, activities, KPIs, and targets.

**2. Monitoring and Evaluation (35%)**

- a. Support data-driven decision-making by providing MEL data and insights to inform organizational decision-making, strategic planning, and resource allocation.
- b. Develop, update, and refine MEL documents, including related tools, templates, and processes needed.
- c. Collaborate with the units in the implementation of M&E plans and activities.
- d. Extract, aggregate, and analyze MEL data from planning, reporting, and other related processes.
- e. Participate in monitoring visits to projects for report and information validation.
- f. Facilitate utilization of data for planning, implementation, assessment, and improvement.

**3. Quality Process Management (20%)**

- a. Review terms of reference, activity or research designs, and procedures related to monitoring, evaluation, research.
- b. Quality-assure the submitted reports, documentation, and other related documents.

**4. Executive Advisory and Support (15%)**

- a. Support data protection processes and policy in collaboration with the different units and data protection officer.
- b. Support writing reports and developing presentations with data from different MEL activities.

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

1. Minimum of 3 years of experience in an MEL and reporting role in a development sector context.
2. Knowledge of MEL best practices 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. 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 M&E Specialist and a cover letter outlining your suitability for the position. The accepted applicant will be based in Mandaluyong City. This is a project-based 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.*