



Job Announcement

Reference No:

JPF-JPNHR-24-01

20 February 2024

General Information

A. 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 48 member NGOs, each with its own set of diverse strengths. It has delivered humanitarian assistance to 68 nations and regions about 2,100 projects, with a total financial contribution of 84 billion yen. JPF has built a strong reputation based on trust by promoting cooperation among private sectors and NGOs and by accurately reporting all 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, Bangladesh, Ukraine, Palestine, Sudan, 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 <https://www.japanplatform.org/index.html>

B. Terms of Reference

a. Conduct monitoring and evaluation of the projects implemented by member NGOs.

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

b. Coordinate third-party monitoring and evaluation.

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

c. Direct Field Support

- i. Provide logistical support to secretariat staff for a mission in the region on request.
- ii. Provide immediate security advice and support during critical events.
- iii. Be available for deployment to a regional country as short turn-around time to support sudden needs, emerging developments, incident support, and JPF mission.

d. Other

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

C. Qualifications

The consultant must have the following skills and experience;

- Master's and/or bachelor's degree in social science, statistics, and/or other relevant field
- Fluent in Japanese and English (spoken and written)
- Ability to travel abroad.
- 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
- This consultancy is open to the individuals who are already residing and have a work permit in Japan.

D. 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.

E. JPF Employment Details:

Post Title: Monitoring and Evaluation Specialist

Duty Station: Tokyo, Japan

Contract term: 1 April 2023 – 31 March 2024 (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.

F. How to apply

This consultancy is open to the individuals who are already residing and have a work permit in Japan. The individual consultancy Terms of Reference document, Annex 1: JPF Info Sheet Annex can be downloaded from JPF website link below;

Web Link for Download:

<https://www.japanplatform.org/news/info/240220.html?pre=gxJAfIOMtM6meToeSbzSBBs3kktruUIXwY4t83jv>

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Reference No: JPF-JPNHR-24-001

Deadline for Application: Candidates who meet the required qualifications and experience are invited to apply until **10:00 am on 11th of March 2024** by submitting the following documents below;

- Updated CV with references preferably in PDF or Word format
- Motivation letter which should include details of your most recent two M&E work/assignment along with what you found most challenging and rewarding when delivering your M&E work/assignment.
- Attach an example of an evaluation report or assignment you have recently completed and written by yourself. If you have contributed to a report, please highlight the areas you have contributed if it is specific. The format of the document is preferred to be PDF.
- 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.

Only the candidates who are successful with their application will be called for an online interview to demonstrate their motivation, skills and experiences.

G. List Annexes

Annex_JPF_Info_Sheet