

Title:	Data Analysis & Evaluation Officer
Number of Position:	1
Direct Reporting to:	Head of M&E Division
Close coordination with:	National M&E team members and Provincial M&E Officers
Duty Station:	PRF national office in Vientiane with regular missions to targeted provinces, districts and Kum ban
Contract Type:	A one-year contract renewal subject to annual performance review with an initial probation period of 3-6 months

Description of Duties and Responsibilities:

- Consider and define the key indicators which will allow PRF to monitor and evaluate PRF input, output, outcomes, implementation progress and impact

Note: some indicators have already been defined and are documented in existing project documents: project agreement, Operation Manual, Project Appraisal document, etc.
- Facilitate external impact evaluation: DAE has to ensure the rigorous impact evaluation for PRF II with quantitative and qualitative components which include: (i) *Baseline Survey*; (ii) *Follow-up Survey*; and (iii) *Final Survey*.
- Facilitate external assessments and special studies: as part of the monitoring and evaluation framework DAE has to provide assistance to external consultant to undertake several special study including: Impact Evaluation – Quant & qualitative, Technical and Cost Effectiveness Studies, Capacity Building Study, Local government institutional study, Beneficiary assessment (ethnographic study focusing specifically on ethnic minorities), Mid-term and Final Evaluation.
- Work closely with the MIS Officers to ensure That MIS system captures all data necessary to follow-up, monitor PRF achievements towards expected results and objectives. If necessary, suggest additional data to be collected.
- Coordinate and cooperate with Management Information System Officers (MIS) to ensure the usage of MIS information more effectively for external communications that would be included: brochures, newsletters, to national, provincial and district staffs as well as civil servants on accomplishments.
- Coordinate and cooperate with Reporting Officer (RO) to ensure the effectiveness/appropriateness of the reporting system which includes both internal and external evaluations. Most of the internal reports where data is updated on a monthly basis which include regular monitoring of physical progress and funds disbursements of sub-projects' implementation,. The Data Analysis & Evaluation Officer should act as an early warning system for Project Management Team (PMT) and be able to detect and report any issue that can arise from PRF implementation so that appropriate action can be taken to resolve them.
- Provide assistance to the Reporting Officer (RO) in preparing all reports (in English and in Lao) and ensure that the content of the different reports is consistent with the guidelines and requirements of PRF, the GoL and donors.
- Provide the outcomes of the data analysis to the RO so that they can be included in the different reports which include the proportion of funds allocated to the poorest villages, the capacity of PRF to support all ethnic groups, the respect of PRF rules and guidelines (number selected subprojects coming from Kum ban meeting lists, proportion of subprojects identified by women, proportion of women and people from smaller ethnic groups in the kum ban

teams, issues raised regularly by beneficiaries through the Feedback and Resolution mechanism (FRM), etc.)

- Collaborate with the RO to ensure that findings and recommendations related to any project activities having negative environmental or social impacts are recorded in the different reports according to Environmental and Social Management Framework (ESMF), Compensation and Resettlement Policy Framework (CRPF), Ethnic Group Policy Framework (EGPF), Simplify Pest Management Plan (PMP) and monitor that necessary actions are taken;
- Cooperate and coordinate with reporting officer (RO) to ensure that quarterly and annual reports more analytical, focusing upon issues and trends as well as review all reporting forms so that they are : (i) consistent with PRF design (e.g. Kum ban level form, access to services rather than location of services); and (ii) streamlined data. Data which had been collected but not been use should be re-evaluated to see if it is actually needed.
- Support the RO in the preparation of all other reports (both in Lao/English) analyze and report regularly to Project Management Team on findings.
- Collaborate with other M&E members in the taking of all official minutes and preparation of reports in all PRF meetings (PMT meeting, Annual meeting, PRF administrative board meeting as well as Donors implementation support mission)
- Support the Monitoring and Evaluation Division Head in the management of the Monitoring and Evaluation System (M&E) particularly to ensure the efficiency of the reporting system and to facilitate internal and external assessments.
- Collaborate with the Monitoring & Evaluation Division Head to ensure that the division delivers the project assessment reports and disseminate project achievements to the general public and stakeholders in a timely manner and that the Division is capable to monitor output indicators specified in the Project Appraisal Document, Project Development Objectives (PDO), Project Operation Manual and legal agreements is strengthen.
- Assist Head of Monitoring and Evaluation Division in preparation and implementation of the division work plan.
- Perform other tasks when requested by Head of Monitoring and Evaluation Division and/or PRF Executive Director.

Qualifications and experience:

- A university degree in economics, social sciences, political sciences, business administration or any other relevant fields.
- At least 3 years of experience in Monitoring and Evaluation, data analysis and report writing.
- Strong analytical and reporting skills
- Fluency in written and spoken English and Lao is essential.
- Comprehensive computer skills: in particular MS Word, Excel, PowerPoint and Database software
- Working knowledge of project planning and implementation
- Familiarity with government and international project operations disciplines is an asset
- Excellent Communication and social skills
- Ability to work independently and as part of a team
- Willingness to regularly work in rural areas