



ACTED

Approved
[Signature]

14 FEB 2019

JOB ADVERTISEMENT

TERMS OF REFERENCE

AME Monitor

Position: AME Monitor

Vacancy: 1 person

Department: AME, Juba, ACTED South Sudan

Base: Juba

Duration: 6 Months

Date of Issue: 14-Feb-2019

Date of Closure: 6-March-2019

JOB PURPOSE

The Monitor is responsible for assisting the AME Officer to implement all AME field activities and tasks including assessments, beneficiary verification, data entry, reporting, collection of and ensuring adherence to lessons learned and best practices, and any other tasks as required.

CHAIN OF COMMAND

Under the authority of:

- AME Officer

Line Management:

- None

WORKING RELATIONS

Internal Relations:

- Project Managers/Officers
- Accountability Officer
- Database Manager/Officers
- Area Coordinators/Base Managers

External Relations:

- Beneficiaries
- Communities
- Local government offices
- Implementing partners/Partner organizations
- External monitors/evaluators

OBJECTIVES

1. Implement AME assessments in the field in a reliable, accurate and transparent manner, including collecting primary and secondary data, reporting on findings, and supporting the development of tools and methodologies.
2. Support organizational learning by ensuring adherence to program technical guidelines, lessons learned, and best practices.

DUTIES AND RESPONSIBILITIES

1. Assessments (Appraisals, Monitoring Missions, and Evaluations)

1.1. Field Data Collection

- a) Coordinate with the AME Officer on how to carry out the assessments (including, but not limited to: Knowledge, Attitudes and Practices (KAP) surveys, focus group discussions, key informant interviews, baseline and endline surveys, as well as other types of



- assessments and data collection that is required);
- b) Check that material necessary to carry out the assessment is sufficient and appropriate;
 - c) Ask questions in a clear and kind manner, and ask all the questions exactly as worded;
 - d) Probe to clarify unclear answers;
 - e) Write down the observations and answers in an ordinate and clear way, recording responses accurately;
 - f) Record and forward all complaints and suggestions received while in the field to the appropriate Accountability Officer or AME Officer.

1.2. Reporting

- a) Report frequently to the AMEU Officer about the progress of assessment activities and on the AMEU Monitor's observations during the mission;
- b) Recognize and give account of problems in obtaining data and provide useful feedback from field research activities;
- c) In the absence of a dedicated Data Entry Officer, enter all field data into appropriate databases on an accurate and timely basis;
- d) Cross-check the accuracy of data entry;
- e) Support the maintenance of an efficient and accurate filing system for all electronic and hard-copy documents;
- f) Report monitoring findings at Weekly Area Meetings, as required by AME Officer;
- g) Collect high-resolution and good quality photos of ACTED project activities in the field, featuring donor, partner and ACTED logos, and delivery photos to the AME Officer (in line with ACTED's Child Protection Policy and Photo Guidelines).

1.3. Support the Development of AME Tools and Methodologies

- a) Support the AME Officer in designing appropriate information collection tools and methodologies, including assessment Terms of Reference, and questionnaires;
- b) Translate tools and methodologies into local language(s) as required.

2. Support to Organizational Learning

2.1. Collection of Lessons Learned and Best Practices

- a) Collect lessons learned and best practices from beneficiaries, community leaders, partners, and other stakeholders during assessment/monitoring missions;

2.2. Monitoring Adherence to Program Strategies and Guidelines

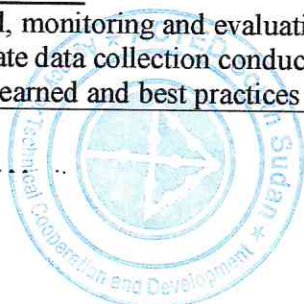
- a) Cross-check that project implementation adheres to the technical guidelines for the program, as required by the AME Officer;
- b) Monitor the implementation of lessons learned and best practices;
- c) Cross-check the accuracy and relevance of beneficiary selection according to contractual criteria.

3. Other

- a) Participate in Weekly Area Meetings, and any other meetings or conferences as required by the AME Officer;
- b) Perform any other related activities as assigned by immediate supervisor.

KEY PERFORMANCE INDICATORS

- Number of appraisal, monitoring and evaluation missions conducted over the past 6 months
- Effective and accurate data collection conducted for all field missions (if applicable)
- Number of lessons learned and best practices collected over the past 6 months



- Number of photos of ACTED projects collected during the past 6 months that meet ACTED standards

APPLICATIONS:

To apply, please hand in a CV and cover letter detailing how your experience and skills match this position description to ACTED Office in Hai Cinema behind Concert Hotel Submissions must be delivered not later the 6th of March 2019 at 5:00PM on this day or send an email to juba.hrofficer@acted.org.

Please ensure that you apply using your document copies, include an up-to-date telephone number, applications will not be returned and Shortlisted candidates will be notified.

