

To: H. B  
Approved by labor  
office miss [unclear]  
20 JUN 2019



South Sudan  
Plot 277, Block 3K, South Tong Ping, Juba  
American Residence Road,  
Next to Canada house

20<sup>th</sup> June 2019

## VACANCY ANNOUNCEMENT

**POSITION TITLE:** Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator  
**DUTY STATION:** Juba, Republic of South Sudan  
**REPORTS TO:** Country Director  
**STATUS:** Full Time  
**DURATION:** Till 28<sup>th</sup> May 2020  
**START DATE:** As soon as possible

### COUNTRY PROGRAM OVERVIEW

The overall objective of the ARC South Sudan program is to assist the South Sudanese to respond and react to community needs. To achieve this objective, ARC implements a multi-sectoral programs that includes Water and Sanitation, Nutrition, Gender Based Violence prevention and response activities. ARC is expanding its outreach mechanisms and introducing innovative new initiatives. ARC currently has program activities in Aweil, Kapoeta South, Kapoeta East, Ulang, Budi and Kajo-Keji counties.

### PRIMARY PURPOSE OF THE POSITION

Based in Juba, the MEAL Coordinator will be responsible for designing, coordinating and managing all M&E activities across ARC program areas by working closely with the Country Director, GBV Protection Coordinator, WASH and Housing Coordinator, Country Coordinators, County MEAL Officers, regional office and the headquarters.

The MEAL Coordinator will lead in providing technical support / expertise and tools to all ARC's programs, ensuring strong, effective, coordinated Monitoring Evaluation Accountability & Learning (MEAL) systems to drive the program improvement and quality. The MEAL Coordinator will lead the development and implementation of a systematic approach to MEAL, ensuring that ARC and partner teams are able to effectively track outputs and outcomes and manage data effectively for reporting and learning purposes. In addition, the MEAL Coordinator will build the capacity of ARC teams by providing specialist advice. Furthermore, the scope of the role involves but is not limited to carrying out baseline surveys, evaluations, monitoring, reporting, and capacity building of ARC staff, designing and updating data collection tools. The MEAL Coordinator will ensure that Accountability, Learning and Gender mainstreaming is an integral and important part of her/his role.



## **MAJOR AREAS OF ACCOUNTABILITY PRIMARY DUTIES/RESPONSIBILITIES:**

### **Program development, design and planning:**

- Lead and guide ARC and partner teams in high quality information gathering and analysis processes at community, local and national level to inform program and project designs and drive continual improvement across the program.
- Provide high quality, cutting edge technical input to inclusive program and project development processes, particularly on logic of intervention (Theory of Change, Logical Frameworks and MEAL plans), with an emphasis on ensuring sound understanding of how changes happen and sound program logic and objective setting that is informed by contextual information.
- Define and shape strategic objectives and priorities for the program and project development processes, MEAL strategy and MEAL team, involving collaboration with other program units (e.g. technical teams).
- Lead the development of MEAL plans for ARC programs as well as estimating resources for MEAL activities.
- Design and manage evaluations processes, including: developing TORs, advising management on approval of final report, dissemination of evaluation findings and recommendations.
- Develop the overall framework for the ARC Project's M&E systems, in collaboration with ARC senior project staff, including requirements, reporting, baseline, and evaluation surveys.
- Assist project's teams to select data collection methods for adequate monitoring and evaluation ARC country program as a whole.
- Coordinate the regular review of progress towards achieving objectives by Senior Management Team through program reviews, portfolio reviews or other processes.
- Provide input into the design, implementation and dissemination of evaluations, special studies and assessments.

### **Leading Project Monitoring, Evaluation, Accountability and Learning:**

- Lead in the development and implementation of processes, methodologies and tools to ensure high quality reports.
- Develop and implement MEAL strategies (framework and tools), to ensure quality and consistent information is available on program performance and impact.
- Provide technical leadership to ensure the overall quality of ARC team's field data collection exercises, data management, and analysis.
- Ensure the ARC programs are using state of the art monitoring approaches and methods.
- Ensure that ARC's programs are compliant with internal reporting requirements and lead on the establishment of an improved beneficiary database system.
- Develop and continuously update accountability strategy and lead on implementation of program wide feedback and complaint mechanisms in line with ARC standards.
- Share information with program teams and lead the delivery of Country Program knowledge sharing events and processes, focusing on learning and continual improvement.
- Design and manage evaluations in compliance with ARC's evaluation policy, from development of ToR, advising management on approval of final report, dissemination of evaluation findings and recommendations with intended audiences
- Support the project team and partners in extracting lessons learnt and good practices and

