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Approved
A/m: M. L. S. AHAD

26.01.2017

CARE INTERNATIONAL SOUTH SUDAN

FIELD MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING OFFICER

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

CARE South Sudan is looking for a suitable candidate to fill the position of **Field Monitoring, Evaluation, Accountability and Learning Officer** to be based in Jonglei.

Job Summary

Provide MEAL support across the programme sectors in the field location for the implementation of routine data collection, analysis & reporting, Accountability, periodic evaluations, Surveys & Assessment in CARE programmes in the field in collaboration with the MEAL Coordinator.

SCOPE OF WORK

1. Health and Nutrition

- Work with the project manager to develop a monthly data collection and verification Plan, ensuring that health facilities and circles are visited, and reports collected by 5th of the following month.
- Review IDSR weekly and provide feedback on data quality, completeness and trends performance analysis on Tuesday of every week before it is sent from the field to Juba.
- Work with the County Health Department M&E officers for data collection, QA/QC and ensure reports are consolidated and sent timely
- Supporting PM on monthly data collection, ensure data are verified before entry to DHIS, NIS and other databases and that databases are up to date and accurate before exporting or sharing.
- Conduct regular supervision visits to each facility and circles to check the quality of data produced.



- To identify where adaptations might be needed, and share DHIS and NIS hardcopies data and analysis with health facilities.
- Carry out spot checks on Health and nutrition related trainings conducted using training reports and attendance sheets.
- Support head of clinics in setting up health facilities files system, and ensure the file systems are in place and in use throughout the year
- Provide training on M&E for clinic heads and relevant health staff
- Carry out On site data validation, data verification, data entry, data analysis and interpretation
- Target setting– Share the relevant indicators with the field team and Work with AHM to set and measure targets and also monitor progress on the targets for each donor and in line with the indicators and population figures
- Assessment of Health and Nutrition from secondary data available
- Review the monthly data collection forms and tally sheets to ensure all indicators and reporting requirements are captured for line registration, EPI Vaccination, midwives, etc.
- Monitor the process on beneficiary selection criteria and ensure compliance to selection criteria.

2. Food Security and Livelihood

- Work with the PM to develop a monthly data collection and verification Plan, ensuring that farmers group, VSLA, IGA and Reflect groups are visited, and reports collected and sent by 5th of the following month.
- Review weekly FSL reports and provide feedback on data quality, completeness and trends performance analysis on Tuesday of every week before it is sent from the field to Juba.
- Work with the relevant field FSL manager for data collection, QA/QC and ensure reports are consolidated and sent timely
- Supporting PM on monthly data collection, ensuring data are verified before entry to relevant FSL databases and that databases are up to date and accurate before exporting or sharing.
- Conduct regular supervision visits to each farm and FSL groups
- Review the FSL report format together with the PM
- Provide training on M&E for relevant field FSL staff
- Carry out data validation, data verification, data entry, data analysis and interpretation
- Carry out spot checks on FSL related trainings conducted using training reports and attendance sheets.



- Target setting– Share the relevant indicators with the field team and Work with the PM to set and measure targets and also monitor progress on the targets for each donor and in line with the indicators and population figures.
- Monitor the process on beneficiary selection criteria and ensure compliance to selection criteria.
- Support the PM in setting up file system, and ensure the system is well running throughout the year.
- Review weekly and monthly reports, share performance analysis and ensure good quality submit to Juba
- Ensure standardized M&E tools are used.
- Train field FSL staff on the use of DDG for data collection, analysis and reporting
- Carry out quarterly on-site data verification (OSDV) to verify reports and data submitted using monitoring instruments, observation, personal interview and taking photograph and final reports to be shared with AC/MEAL Co

3. NFI, GBV & PROTECTION

- Work with the project manager in the field to develop a monthly data collection and verification Plan, ensuring reports collected by 5th of the following month.
- Review NFI, GBV & PROTECTION reports and data and provide feedback on data quality, completeness and trends performance analysis on Tuesday of every week before it is sent from the field to Juba.
- Supporting NFI, GBV & PROTECTION field focal person on monthly data collection, ensure data are verified before entry to NFI, GBV & PROTECTION databases and that databases are up to date and accurate before exporting or sharing.
- Conduct regular supervision visits to check the quality of data produced and validate reports.
- Review the report format (NFI, GBV & PROTECTION_tools) together with the field programme team
- Provide training on M&E for relevant NFI, GBV & PROTECTION_staff in the field
- Carry out spot checks on related trainings conducted using training reports and attendance sheets.
- Target setting– Share the relevant indicators with the field team and Work with field team to set and measure targets and also monitor progress on the targets for each donor and in line with the indicators and population figures
- Work with the field wash team to conduct barrier analysis
- Monitor the process on beneficiary selection criteria and ensure compliance to selection criteria.
- Assess and support PM in setting appropriate filling system



- Review monthly report and ensure database is up to date

4. Support the implementation of Accountability, Evaluations, Surveys and Assessment:

- Support the over-all process of Surveys and Assessment including data collection among all programme sectors, advising, supporting and helping practically as and where necessary including support to planning, logistics, participant selection, designing questions and selection and training of enumerators and to investigate the underlying causes of outcomes observed in CARE surveys.
- Act as focal point for procurement of survey, assessments and evaluation materials in the field.
- As requested, conduct a 'lessons learnt' assessment and 'recommendations development' workshop following each survey documenting key areas for improvement / amendment at the next survey, ensure findings are used to improve the process of the next survey and create recommendations for programmes.
- Disseminate reports to all relevant partners once verified and approved for distribution.
- Carry out team meetings in all field locations to fully feedback the results of the survey to CARE staff.
- Carry out community meetings in all field sites to feedback results to community members.
- Ensure good coordination and communication with logistics and finance teams in the field on surveys, assessment and evaluation in the field.
- Communicate to programme sectors on upcoming surveys
- Tracking and updating AC/MEAL on progress of surveys recommendations
- Support the Accountability focal person in the conduct of Core humanitarian standards training in the field
- Working closely with Accountability focal person in the conduct Accountability Assessments in the field
- Work with the Accountability focal person on the implementation of Complaints and response mechanism (CRM) in the field, in conducting FGD, distribution of Suggestion boxes, field staff and community log books and all types of CRM entry points, collection and collation of entries, data input into CRM database and reporting to the CRM implementation team.
- Any other duty assigned by the Supervisor.

Qualifications and Competencies

- Relevant Diploma/Bachelor's degree, with component of statistical analysis or Mathematics preferred.



- Previous M&E experience in the humanitarian and development sector
- Previous experience of conducting Household & Multi-indicator in an emergency context preferred.
- Experience of humanitarian, relief and/or development programmes an advantage.
- Proven report writing skills in English (required) and at least a basic understanding of statistical analysis
- Previous experience with DHIS, NIS, SPSS, ENA and Epi Info and Excel preferred
- Ability and willingness to travel to and stay in remote locations
- Strong interpersonal skills and ability to work effectively and independently within a multi-cultural team with differing areas of expertise.
- Excellent analytical and writing skills in English, knowledge of Arabic will be an advantage
- Excellent IT skills, especially in Word and Excel with ability to analyse data and interpret statistical information
- Ability to work under pressure, and priorities workload according to the changing needs of the programme
- Enthusiastic, flexible and with the ability to work long hours in sometimes remote and/or insecure contexts to meet the needs of the programme
- Experience/knowledge of South Sudan

HOW TO APPLY

The positions will be based in Jonglei. This **position is ONLY opened to South Sudan Nationals.**

Closing date for receiving application will be **14th February 2017**

Applications and CVs should be sent by Email to: hrjuba@ss.care.org or hand delivery to:

CARE South Sudan

Tong ping Area, off US Residential Road

Juba, South Sudan

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

