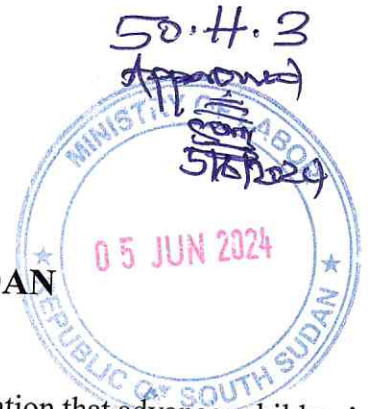




Plan International South Sudan  
www.plan-international.org  
Tel: +211 922 555 049  
Hai Cinema  
P.O. Box 182  
Juba



## PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERTISEMENT

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. For over 80 years we have been building powerful partnerships for children and girls, and we are active in over 80 countries. Plan International has been working in South Sudan since 2009 and in close collaboration with the key stakeholders at all levels to bring positive and sustainable changes in the lives of children and girls of South Sudan. **In order to enhance its response program, Plan South Sudan is seeking to recruit a qualified South Sudanese for the position of "Monitoring, Evaluation, Research and Learning (MERL) Manager – Based in Juba".**

No. of Vacancies – One (1) Position

<b>Job Title:</b>	<b>Monitoring, Evaluation, Research and Learning (MERL) Manager</b>
<b>Grade:</b>	16
<b>Tenure</b>	12Months (With Possibility of Extension)
<b>Department</b>	Programs
<b>Reports to</b>	<b>Director for Programme Strategy</b>
<b>Location</b>	<b>Country Office, Juba</b>

### Purpose of the Role:

The Monitoring, Evaluation, Research and Learning (MERL) Manager will provide technical guidance, leadership and facilitation in the design, implementation, monitoring, research and evaluation of Plan International South Sudan programmes in accordance with Plan International's policy on Monitoring, Evaluation, Research and Learning (MERL).

S/he will serve as principal technical resource to the Programmes-Strategy Department in designing and implementing monitoring, evaluation and research approaches that facilitate assessment, learning and knowledge management.

The incumbent will manage and support the processes of research, evaluation, reporting and sharing of programme practices for improving programme quality. S/he will be responsible for country office MERL function overseeing all quality needs assessments, research, review, and evaluation.

S/he will also lead the knowledge management, and support business development, and thematic advisors to design projects based on data, information and impact evidence. The incumbent will be a key member

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of proposal design team supporting logframe, result framework, and leading the MERL section of the proposal.

Plan International South Sudan will be a data-driven organization. In order to make this data-driven journey, MERL Manager will roll out Plan's PMERL system (Project Management, Monitoring, Evaluation, Research and Learning System) across the organization, and lead the dashboard reporting for Country Management to make data-driven decision. S/he will also build the MERL capacity of country office and field office MERL team members.

The incumbent will also support in strategic planning and reporting that include quarterly management, bi-annual, and annual management planning and reporting.

### **Key End Results and typical Responsibilities:**

#### **PMERL operationalization (30%)**

- Spearhead the execution of Plan's Project Management Monitoring, Evaluation, Research, and Learning (PMERL) framework.
- Oversee the central MERL functions for Plan South Sudan, encompassing baseline studies, strategic planning, ongoing monitoring, research, evaluation, quarterly reporting, production of Country Program Progress Reports, Annual Program Reviews, and database upkeep.
- Provide guidance to field staff on the development, interpretation, and application of Plan South Sudan's Country Strategic Plan (CSP) and Country Programs (CPs).
- Assist the country programs team in crafting suitable evaluation frameworks, indicators, and data collection methods that align with the CSP and CPs.
- Ensure the maintenance of precise and current records, as well as historical data, for all program indicators as stipulated by MERL.
- Regularly evaluate the progress towards CP objectives within the Program Impact Area (PIA) and Country Office (CO), offering detailed feedback on goals, objectives, and activities using the CP results framework and MERL methodologies.
- Monitor all project activities, financial outlays, and advancements in meeting project output objectives.
- Work closely with the Resource Mobilization Department in developing the M&E component of project proposals, and also ensure quality needs assessments including but not limited to Rapid Needs Assessment, Gender Age and Inclusion Assessment, and needs assessment required by the call for proposal.
- Initiate and manage research studies and evaluations as required by management and field teams, leveraging necessary resources from within and outside the organization.

#### **Effectively measure project and programme Results, outcome, impact and quality(20%)**

- Implementation plan, guidelines and procedures of MERL are disseminated with all project and programmes.

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- The MERL requirements are met to ensure programme effectiveness.
- Monitoring and supervision of the MERL is undertaken in each project.
- Annual Participatory Programme Review and Annual Outcome Monitoring is undertaken by projects according to the approved results frameworks
- MERL framework for CSP is developed and implemented
- Strategic guidance is provided in the development of the ToR, contribute to the identification of the external lead evaluator, manage evaluation process for the CSP evaluation and review and disseminate CSP evaluation report
- Lead the development of the ToR for the Child Rights Situational Analysis (CRSA), Political, Economic, Social, Technological, Environmental and Legal (PESTEL) according to MERL guidelines

#### **Knowledge Management (20%)**

- Enhance institutional learning and knowledge management by ensuring the systematic documentation and dissemination of pertinent program lessons and research outcomes, both internally and to the wider community.
- Develop and manage a knowledge management hub designed to archive impact evidence, supporting future program development.
- Facilitate learning café and brown bag sessions aimed at assimilating new insights from field experiences.
- Investigate and disseminate best practices across Program Implementation Area (PIAs) to enhance program interventions and enable effective scaling.
- Coordinate with external consultants to ensure rigorous program evaluation and research efforts.
- Develop and update a Plan South Sudan Monitoring, Evaluation and Research plans and framework
- Facilitate internal and external learning within the country arising from visits/ review findings

#### **Capacity building of Plan Staff , partners and communities in PMERL(10%)**

- Conduct staff and partners MEL capacity assessment and capacity building.
- Ensure children, youth and adult involvement in the implementation of MERL in program conceptualization, development, management, monitoring and evaluation
- Guide and facilitate the usage of PMERL at country and PIA level.
- Review and monitor ongoing MERL processes and coordinate their evaluation.
- Develop and strengthen monitoring, evaluation learning procedures

#### **Dealing with Problems/Risks (10%):**

*Complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them*

- Address complex issues through thorough investigation, analysis, and innovative solutions.



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- Navigate internal and external communications within diverse cultural contexts.
- Effectively manage crisis communications.
- Analyze documents and situations to provide informed policy and advocacy guidance.
- Dedicate time to understanding and responding to local contexts.
- Demonstrate intercultural competence in all communications.
- Represent Plan International as a brand ambassador in South Sudan.
- Commit to extended hours when necessary to meet project timelines.

#### **PMERL network to Enhance Plan's Program Performance (5%)**

- Participate in Global and Regional M&E Network and share learning with country team.
- Coordinate with in country strategic partners to exchange MERL issues, recommend and execute best practices.
- Enhance Plan's position in INGO knowledge network
- Ensure collaboration with other agencies and manage partnerships for MER related purposes
- Contribute in regional MER network through sharing best practices and lesson learnt
- Engage with appropriate research institutions, think tanks and universities for sharing lessons learned from research findings in national and international forums.

#### **Safeguarding and GEI Commitments: (5%)**

- Commit and contribute to an environment where children and adult program participants feel respected, supported, safe and protected;
- Never act or behave in a manner that results in violence including SHEA against a child, young person or adult or places them at risk of such violence;
- Be aware of and adhere to the provisions of the Safeguarding Policy, PSHEA Policy and COC of Plan International;
- Report and respond to safeguarding and SHEA concerns and breaches in line with the applicable procedures of Plan International;
- Maintain confidentiality of safeguarding and PSHEA concerns reported;
- Never participate in or support child marriages.

#### **Leadership And Business Management Competencies**

##### **Leadership Competencies**

- Align work priorities and resource deployment in own area with Plan International's wider goals and longer-term direction.
- Lead through influence rather than position, and role model PI values, accelerating gender equality inside and outside Plan International and addressing resistance. Self-aware and keen to



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learn, seeking feedback and creates a safe environment for others to challenge self or raise concerns.

- Achieve desired outcomes and finds innovative solutions by using the expertise and creativity of others and adopting a coaching approach with the people they manage or advise.
- Take complex decisions, weighing up the available information and assessing opportunities and risks.
- Delegate tasks and decisions, trusting and stretching others but ensuring they have the resources and support they need.
- Create space for reflection and uses external evidence and internal evaluation to identify what and how we need to improve and then to support others through change.
- Build positive relationships outside their own work area, being willing to compromise own preferences to achieve our broader purpose and longer-term impact

### Business Management Competencies

- Understand relevant sectorial context including how the sector operates in terms of funding and governance and awareness of Plan's purpose, values, and global strategy
- Manage legal and reputational risk including risk assessment, communication, risk management and reporting in full compliance with risk-related standards, including in areas such as Child and Youth Safeguarding and Protection, Gender equality and inclusion, Counter Fraud, Safety and Security
- Manage activities and resources including skills in strategic thinking, planning and organising, financial planning and monitoring, negotiation and programme and project management
- Manage people and information including skills in assessment and coaching, evidence-based management, communication skills, both speaking and writing, and digital working, including personal digital skills

### Communications and Working Relationships:

#### Internal;

- Technical Advisors
- Country Management Team
- Head of Programme Implementation
- Programme Implementation Area (PIA) Managers
- Project Managers
- Head of Communications and Influencing

#### External:

- NGOs and INGOs
- Implementing Partners
- Donors



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## Knowledge, Skills and Behaviours Required to Achieve Role's Objectives:

### Knowledge

- Possession of a Master's degree in Economics, Strategic Planning, Development Studies, or a related field such as research and/or monitoring and evaluation is highly desirable.
- A minimum of five years of relevant experience leading Monitoring, Evaluation, and Learning (MEL) within humanitarian and development contexts.
- Proven track record in conducting research, interpreting data, and generating high-quality reports.
- Extensive experience in establishing, fostering, and maintaining effective cross-departmental collaborations and stakeholder engagements to support knowledge management and learning initiatives.
- Skilled in developing MEL frameworks, tools, and strategies for efficient data collection, analysis, report generation, and dissemination.
- Documented evidence of designing and implementing robust MEL systems within large-scale and multifaceted programs.
- Deep understanding of South Sudan's developmental landscape, including prevailing issues, trends, challenges, opportunities, and their implications for community development.
- Expertise in program development through strategic proposal writing and adapting grant management.
- Established ability to supervise, train, and provide mentorship to both national and international staff.

### Skills

- **Strategic Thinking & Management:** Demonstrated ability to guide strategic planning and execute effective management practices.
- **Research & Analytical Abilities:** Proficient in conducting thorough research, employing analytical techniques, and solving complex problems.
- **Communication:** Excellent proficiency in both written and verbal communication.
- **Team Building & Motivation:** Skilled in fostering team cohesion and inspiring motivation among team members.
- **Negotiation & Influence:** Strong capabilities in negotiating, facilitating discussions, and influencing outcomes.
- **Technical Proficiency:** Well-versed in Microsoft Office applications and statistical software such as STATA and SPSS.
- **Data Collection & Reporting:** Experienced in utilizing mobile data collection tools like Kobo, Poimapper, and ArcGIS for extensive data gathering and reporting.
- **Multi-tasking:** Demonstrated ability to organize and accurately complete multiple tasks by setting priorities, accommodating special assignments, managing frequent interruptions, meeting deadlines, and navigating available resources and complex reporting relationships.
- **Networking:** Robust networking experience with local and international development organizations.

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## PLAN INTERNATIONAL'S VALUES IN PRACTICE

### We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organization for all children, girls & young people

### We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximize long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

### We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

### We are inclusive and empowering

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives

### Physical Environment

- Standard office environment with some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, especially when in the field
- The post holder will be required to travel to the field very frequent

### Level of Contact with Children:

- level of Contact with Children: Medium frequency of interaction

### Inclusion and Diversity.

Plan International is an equal opportunity employer within the meaning of the relevant UN convention, Equality, diversity and inclusion is at the very heart of everything that Plan International stands for. Qualified Women and people with special needs are strongly encouraged to apply.



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### **Employment of Relatives:**

Plan International South Sudan is an equal opportunity employer. However, it discourages employment of relatives of staff members because of the conflict of interest associated with it. While trying to avoid such cases, applicants are required to declare in writing if they have any relatives working with Plan International South Sudan.

### **Application Submission Guideline:**

All applications marked on the right-hand corner of the envelope “**Application for the Position of “Monitoring, Evaluation, Research and Learning (MERL) Manager – Based in Juba”**” should be addressed to:

**The Head of People and Culture  
Plan International South Sudan  
Juba, Hai Jerusalem.**

All Applications letters in hard copies should be hand delivered to plan international Office in Juba only. Or you can send your application documents via this email: [hr.SS@plan-international.org](mailto:hr.SS@plan-international.org)

The closing date for receipt of applications is before close of business on **Tuesday, 25<sup>th</sup> June 2024.**

*Advert extended until 30/08/2024*

**Note: Applications submitted are non-returnable.**

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