JOB VACANCY ADVERTISEMENT

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document

Job Title:	**Monitoring, Evaluation, Accountability, and Learning (MEAL) Consultant**
Country Program:	**South Sudan**
Location of Position:	**Upper Nile & Jonglei State**
Position Opened for:	**South Sudanese only (Internal/External)**
Report Too	**Senior Meal Officer**
Desired Start Date:	**1/Aug/2023**
Advertised date	**20/July/2023**
Closing Date for Applications:	**8/Aug/2023**

Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

Essential Job duties / Scope of Work:

1. IMC's policies, guidelines, and procedures
- Actively promote Prevention of Sexual Exploitation and Abuse (PSEA) standards within IMC and amongst its beneficiaries.
- Contribute to creating a positive image and overall credibility of the organization, notably through applying the Code of Conduct, ethics, values, and standpoint with regards to internal and external actors.
- Apply the basic monitoring, evaluation, accountability and learning concepts and the purpose of MEAL, with a specific focus on accountability to affected populations (AAP).
- Manage the implementation of policies and procedures for monitoring, evaluation and reporting in the country-specific to AAP and CHS commitments.

2. Project design and planning
- Participate in needs assessment by organizing the training for enumerators on assessment methodology, tools, respondent's selection, and supervise field team to ensure field level data integrity.
- Ensure that MEAL activities are participatory monitoring, evaluation, accountability, learning and needs assessment and uphold accountable and useful MEAL systems.
- Support in developing results framework and logframe, including indicators for simple projects.

3. MEAL system
- Ensure that different components of the MEAL system are functional and relevant and maintain IPTT to track output, outcome, and impact indicators and their measurement in the different sectors of relevance.
- Support MEAL department in development of databases for all programs by using available technologies.
- Organize and lead data collection activities following the data collection and reporting flow put in place for a project.
- Use tools for tracking project's progress and bottlenecks and develop simple data collection tools based on monitoring indicators.
- Maintain effective M&E system (ensure data collected translates to the M&E Framework/IPTT).
- Conduct regular field visits.
- Conduct periodic data analysis and triangulate data from other MEAL exercise.
- Ensure MEAL system generate quality data for both internal and external use; IDSR/EWARS and DHIS2. EWARS should be updated every Monday and DHIS2 by every 10th

4. Data quality management
- Conduct periodic data quality audits to assess the quality of collected data for indicators.

- Mitigate data pitfalls, issues, and ensure that strategies for quality data are in place.
- Report data quality issues to the MEAL Manager/Coordinator.
- Adhere to the fundamental concepts of data quality.
- Conduct on-site routine data quality audits at community levels.
- Assess the quality of collected data for indicators.
- Provide supportive supervision on data quality at facility and community-levels.
- Ensure all data are collected from the supported health facilities and entered on weekly basis into EWARS and monthly basis into DHIS2

5. Sampling
- Apply the concept of 'random sampling' following instructions/guidelines of a manager.
- Apply 'spin-the-bottle' method used for selection of households in population-based surveys.
- Implement probability and non-probability sampling techniques as and when appropriate after consulting with manager.
- Develop sampling frame and carry out sampling following instructions (manager, guidelines).

6. Qualitative and quantitative techniques
- Use different qualitative and quantitate methods of data collection including structured/ semi structured interviews, key informant interviews, in-depth interviews, group discussions, focus group discussions and direct observations as an M&E tool.
- Conduct trainings on qualitative techniques for data collection for MEAL, program and interviewers.
- Develop and use key qualitative tools (observation checklists, guide for group discussion and interviews) for monitoring purposes.
- Engage with communities on accountability and conduct community consultations.
- Apply the different interview techniques (structured/semi-structured) and use appropriate questionnaires for monitoring purposes as and when appropriate
- Engage with communities on accountability and conduct community consultations with understanding of social dynamics and ensure data is collected representative of populations.
- Conduct regular/when required site visits to monitor data collection process to ensure data quality.

7. Mobile and manual data collection
- Determine the appropriate data collection tool based on the purpose, advantages and disadvantages of mobile data collection techniques.
- Install and configure mobile data collection tools (OKD collect, Kobo collect, ONA collect, etc.) on smart phones or tablets

- Design simple questionnaire using XLS form and configure mobile phones and tablets for mobile data collection.
- Use smart phones/tablets for data collection
- Provide training to MEAL staff and enumerators on mobile data collection mechanism and software.

8. Data analysis, including use of statistical software
- Perform data cleaning and ensuring data integrity before data analysis.
- Perform descriptive univariate and bivariate data analysis using Excel Pivot tables or statistical software.
- Interpret frequency tables, bi-variate cross tables, the mean and median.
- Conduct data validation in DHIS2 to generate private tables for further analysis

9. Evaluation design
- Contribute to the preparation of project evaluation and facilitating the field level work.
- Apply the fundamental principles of evaluation (concepts, purposes and types of evaluations, contribution versus attribution, and counterfactual).
- Use and supervise quantitative, qualitative, and mixed methods of data collection in evaluation.

10. Techniques for presenting information
- Communicate clearly the findings of monitoring activities and reviews against targets set by the project.
- Compile data and indicators at the project's level for reporting in a clear and concise manner, providing all required information.
- Possess the skills to use PowerPoint to share results of data analysis and monitoring.

11. Management and leadership
- Supervise MEAL Assistants, MEAL monitors and survey enumerators at field sites level.
- Coordinate with the manager/program staff for data collection/MEAL activities.

12. Capacity development and training
- Deliver basic training to teams (data collection methods, use of tools, and concepts of M&E).
- Assess the knowledge change of participants to trainings.
- Support and build capacity of County Health Department (CHD) monitoring and evaluation

13. Knowledge Management and Learning
- Organize the documentation of the project's activities, results, and processes.
- Organize secondary data (internal and external sources).
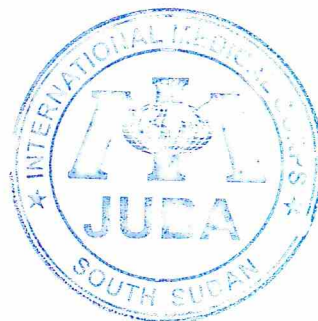
the selection, award, or administration of a contract supported/ by donor funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or about to employ any of the parties indicated above, has a financial or other interest in the firm selected for an award. IMC officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreement. These standards shall provide for disciplinary actions to be applied for violations of such standards by IMC officers, employees, or agents.

Personnel Qualifications (special training/experience required) provide 6-7 requirements

- Degree in Public Health, Sociology, development studies, Statistics or related discipline
- At least 2 years of experience in monitoring and evaluation of health programs
- Experience in analyzing data and reporting
- Understand key concepts and commitments regarding accountability to affected populations (AAP), including IASC, CAAP, CHS, and Sphere Humanitarian Charter.
- Knowledge of data pitfalls, issues, and strategies for assessing the quality of collected data.
- Understand the Global fund project and Key deliverables and standards - preferably
- Knowledge of commonly used probability and purposive sampling techniques and different methods of qualitative and quantitative data collection and analysis.
- Knowledge of descriptive univariate and bivariate data analysis using Excel Pivot tables.
- Knowledge of indicators and their measurement in the different sectors of relevance.
- Understand the concept of participatory monitoring, evaluation, accountability, learning, and needs assessment.
- Proficiency in Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint
- Proficiency in English, Dinka, Shulluk, Nuel, Arabic or as applicable in the location(Speaking – Reading – Writing).
- Understand the fundamental principles of evaluation (concepts, purposes, and types of evaluations, contribution versus attribution, and counterfactual).
- Strong training facilitator/presentation skills.
- Excellent communication skills.
- Innovative and solutions-oriented.
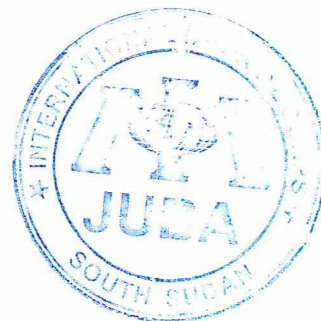
Please note applications received will be reviewed on a rolling basis and this position might be filled before the closing deadline.

We appreciate your Applications; however, Only Shortlisted Candidates will be contacted for interviews.

Website for reporting misconduct: www.InternationalMedicalCorps.ethicspoint.com. *Please do not submit your CV or application to this website, it will not be considered for review*