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Norwegian People's Aid

South Sudan



Advertisement For Monitoring and Evaluation Coordinator-Juba

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan. NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response. NPA programs are implemented directly and indirectly through partners and funded through several multi-year and short-term funding. NPA wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese National) for the Monitoring and Evaluation Coordinator position in Juba. The contract for this position is a Definite Contract with the possibility of extension based on funding and satisfactory performance.

Purpose of the Position:

The Monitoring and Evaluation (M&E) Coordinator is responsible for developing and managing the NPA programs' monitoring, evaluation, and learning framework. The role will ensure the M&E activities are consistently integrated and implement the M&E framework to ensure the qualitative and quantitative evidence are gathered from activities. The M&E role entails the overall responsibility for data aggregation, analysis, and reporting on specific indicators important to NPA and its donors. The position also provides oversight of different projects' M&E activities, including the development of the project's logical frameworks, performance monitoring plan, and Activity Tracking Tools (ATT); monitor project indicators; implement baseline, midterm and end line studies; oversee data collection and analysis; synthesize data and study outcome reports; assure quality and audit data. The M&E Coordinator also oversees NPA's Community Response Mechanism, the system that ensures responsive complaint and feedback management.

The M&E Coordinator is line managed by the Rural Development Program Manager. However, the position will support all three programs. The M&E Coordinator collaborates closely with the Rural Development Program Manager, the Emergency Response and Civil Society Program Managers, Program Coordinators, M&E staff, Heads of Sub Offices and Grants and Reporting Manager on quality programming, project cycle management, assessments and monitoring of growth.

All responsibilities must be carried out in line with the strategic objectives of NPA as set out in the International Strategy, country strategy, Regulation for Delegation of Authorization and other relevant procedures and guidelines in the Quality Management System and International Program Department Program Handbook, as well as approved local guidelines and regulations.

Duties and Responsibilities:

1) Design the M&E System Tools

- Actively participate in the development of an M&E system and tools to enable all projects to collect, aggregate and support the analysis of data



- Assist Program Managers and Grants Manager in the choice of indicators and development of logical frameworks and monitoring plans
- Work with staff to develop and standardize survey tools and other data collection forms for NPA activities
- Participate in the development of project proposals through the provision of technical expertise using standard formats
- Propose implementation targets with monitoring and evaluation indicators

2) Implementation of the M&E System

- Follow up on the implementation of the M&E system, M&E tools, and project monitoring plans, including training and support in data analysis and usage
- Support staff, partners and beneficiaries and ensure that they receive adequate feedback on the progress of NPA programs
- Document performance of the project against targets with special responsibility to qualitative and quantitative indicators and ensure reporting requirements are met
- Participate in internal and external monitoring and evaluation exercises.
- Conduct regular field monitoring visits to project sites
- Implement qualitative and quantitative data collection methodologies

3) Data Collection and Analysis

- Participate in designing data collection tools and collecting and analyzing data when required.
- Collect, compile and analyze the data promptly regarding different sub-components/activities against envisaged project objectives
- Capture significant change stories with accurate qualitative and quantitative data and evidence.
- Follow-up on the data collection regarding field activities, baseline and impact assessment and ensure harmonisation of data collection methodologies

4) Capacity Strengthening of Different Stakeholders

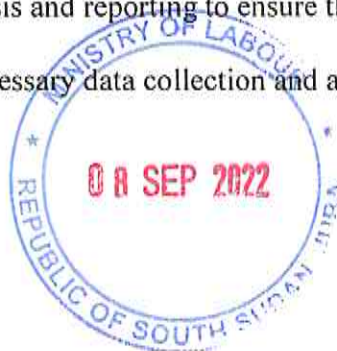
- Train staff on M&E tools, data collection, analysis and basic surveying and sampling techniques
- Promote the principles and practices of beneficiary accountability to colleagues, providing training and coaching in beneficiary feedback and other good practices as required
- Work closely with Program Managers, lead a robust learning agenda for the program, design and implement mechanisms for continuous learning, collaboration and adaptation for project staff, partners, donors, government counterparts and other stakeholders

5) Proposal Development

- Participate in project proposal development by providing relevant and well analyzed qualitative and quantitative data.

6) M&E Management partner organizations

- Supporting the preparation of partners' MEAL framework in close coordination with the partnership team and coordinators.
- Regular review, update and development of customized MEAL plan for partners
- Working closely with the field with partners' team in implementing MEAL frameworks and processes and developing the necessary tools for analysis and reporting to ensure the quality and consistency with NPA standards
- Supporting the partners in developing all necessary data collection and analysis tools and support in the implementation.



- Oversee and support partners' MEAL and project staff in timely implementation of monitoring framework and tools, to ensure quality and consistent information is available on program performance and impact.

7) Reporting

- Prepare M & E reports which will include:
 - a. PDMs, Baselines, and Post-harvest assessments for the projects/program.
 - b. Updating the Activity Tracking Tools (ATTs)
 - c. Updating and submitting the 5Ws to the relevant clusters
 - d. Provide inputs to Grants and Reporting Manager during the preparation of internal and external reports

8) Community Response Mechanism

- Support the establishment and lead the implementation and strengthening of NPA's Community Response Mechanism with the partners.

9) Others

- Follow NPA South Sudan security procedures, and ensure that timely reporting on security matters occurs to the appropriate channels.
- Provide leadership, advice and support to enumerators across all the program locations and ensure that the team works within NPA's principles and core values (i.e. Code of Conduct, Anti-Corruption Policy, safeguarding policy) and incidents of non-compliance are being reported in time
- Ensure the staff one line manages are conducting the mandatory safeguarding training
- Set performance targets and monitor performance
- Ensure positive staff management, including proactive staff capacity building and ensuring performance reviews are conducted
- Mentor and guide staff in project activities and capacity development

Authority/Decisions:

Reference is made to the NPA Regulation for Delegation of Authorization and the NPA South Sudan delegation directive.

Desired Qualifications/Skills/Experience:

Must have:

- A minimum of a Bachelor's Degree in Social Sciences, Development Studies, Agriculture, statistics and mathematics or any relevant field.

Must have:

- At least four years of experience in managing M&E systems for complex programs within INGO
- Understanding planning, monitoring and evaluation concepts and approaches in implementing the NORAD, NMFA, SDC, EU, FAO and WFP-funded projects.
- At least four years' experience, preferable with similar size agency in implementing livelihood interventions and detailed understanding of quality standards

Other Qualifications:

- Good understanding of monitoring and evaluations tools and systems



- Thorough knowledge and experience in establishing, implementing and managing Complaint Response Mechanisms
- Ability to provide advice and guidance on input/output/outcome indicators
- Ability to strengthen team capacity
- Diplomacy and Confidentiality
- Computer literacy skills – MS Office applications, word, excel, PowerPoint, Spreadsheets etc.
- Strong analytical skills and proven proposal writing skills.
- Good communication (written and verbal) skills in English.
- Strong interpersonal and excellent organizational skills.

Personal Competencies:

- Good communication-, networking- and interpersonal skills
- Ability and readiness to work under pressure and deal with difficult and complex conditions
- Ability and willingness to work and live under difficult circumstances
- Analytical, systematic and structured
- Committed to safeguarding vulnerable communities and individuals
- Strong moral values

Additional Consideration:

- The M&E Coordinator must abide by the policies and personal codes of conduct set by the Norwegian People's Aid (NPA) and represent the organisation loyally and responsibly.
- Women are strongly encouraged to apply.

NPA South Sudan is an Equal Opportunity employer. In making employment decisions, it does not discriminate based on gender, ethnicity, religion or political affiliation.

Qualified female candidates are highly encouraged to apply.

Application and CV/resume with active contacts, three professional referees, and copies of academic transcripts should be submitted to: recruitment-rss@npaid.org.

Hard copy application and CV/Resume can also be delivered to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba Office.

Applications submitted after 12:00 noon on Wednesday, 29th September 2022, will not be considered.

Submitted copies of academic transcripts will NOT be returned to the applicant.

Only Shortlisted candidates will be contacted.

