

## EXTERNAL JOB OPENING

War Child Holland has been working with Children and communities in Southern/South Sudan for 22 years since 1998, and established a South Sudan Country Office upon independence in 2011. War Child's Child protection, psychosocial support and education activities in South Sudan focus on supporting the resilience of children and those responsible for their care during and after conflict and reinforcing community-based child protection mechanisms aimed at preventing rights violations, with the active and meaningful participation of children. In recent years, War Child has implemented various child protection and education projects which included (a) establishing child friendly and safe learning spaces (b) Supporting youth and families in improving their livelihood and income-generating potential through capacity building activities; (c) increasing access to education, particularly the participation of girls by addressing barriers to education and promoting behavioral change amongst families and communities; and (d) supporting teacher training and development through a tablet-based learning methodology. As of June 2017, War Child's geographical scope includes former Upper Nile, Central Equatoria and Jonglei States

War Child Holland's programme in South Sudan is anchored on a rights-based and community development approach, War Child Holland utilizes participatory methodologies with the overarching goal of empowering communities and individuals as 'change agents' capitalizing on their own inherent capacity and strength.

<b>Job opening</b>	Monitoring and Evaluation Coordinator
<b>Position open for:</b>	South Sudanese National only
<b>Advertisement date:</b>	25 <sup>th</sup> -Jun-2020
<b>Closing Date</b>	23 <sup>rd</sup> -Jul-2020
<b>Duty Station:</b>	Juba with frequent official travels to the field locations
<b>Hierarchical/Reporting line</b>	Programme Development Manager (PDM)
<b>Functional Line</b>	Programme Implementation Manager (PIM)
<b>Functional Level</b>	G
<b># needed</b>	01
<b>Duration of contract</b>	12 months with possibility of extension dependent on performance and funding
<b>Start Date</b>	ASAP

### General Purpose of the role

The Monitoring and Evaluation ( M & E ) Coordinator is a senior position with a primary responsibility of working with WCH program team and local partners (NNGOs) sub granted by War Child Holland (WCH) under UNICEF funded child protection and psychosocial support project. He/she is responsible for the overall coordination with local partners and WCH program teams with focus on monitoring, evaluation, and learning activities. The role includes developing M&E framework, reviewing partner's proposals, facilitating agreement signing, and ensuring timely disbursement of grants, performance monitoring of partners and follow up and compiling partner's reports, partner's capacity assessment and coordination of capacity development activities including training and coaching and effective collaboration with program management team of WCH. The role requires adherence to WCH partnership principles while engaging with local organizations and building network which can grow into sustainable CP/MHPSS platform in the country.

### Position in the Organization

The M&E Coordinator reports to the PDM and in charge of coordinating with partners sub granted by WCH/UNICEF. The M&E Coordinator closely works with Partnership Accountant.

Essential functional relations: PIM, Finance and HR, Logistics and Safety, Training Team, and the Program Development Unit (PDU).

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Approved  
by Labour  
Officer  
25/6/2020

## Specific Job Description

### 1. General Project activities (Partnership Management)

- Coordinates the design, planning, implementation and monitoring of child protection, psychosocial support project activities of local partners sub granted by WCH/UNICEF
- Orient partners on proposal and budget development as per WCH/UNICEF guidance
- Solicit proposal from the selected local organizations.
- Facilitate review of partner's proposal in collaboration with program and finance team and provide feedback for further improvement of proposals
- Coordinate funding partnership agreement (PFA) signing with local organizations
- Coordinates timely fund disbursement to partners in collaboration with finance team
- Monitor implementation of project activities by partners through field visit and review of periodic reports
- Collaborates with the local partners and PDU to develop institutional capacity building plans for partners and follow up on agreed capacity building action plans by partners.
- Offers day to day supportive supervision to the partners on project activities and conducts one to one coaching of the partners in areas of support identified.
- Conducts bilateral meetings with partners at least on monthly basis in order to correct and adjust/address financial and program related issues based on field visit and monthly report review
- Attends, or delegates, sector specific inter-agency/cluster meetings as required.
- Conducts meetings with stakeholders, especially children, young people and other direct project participants as part of monitoring to ensure timely and effective interventions, as well as in order to address emerging issues, if any.
- Coordinates regularly with key stakeholder representatives to discuss the progress of the project and to share challenges and seek support where necessary when needed.
- Provides project orientation to partners, to ensure that all partners understands the objectives, approach and methodologies.
- Ensures s/he receives monthly reports from partners and compiles them for internal use and submission to UNICEF

### 2. Monitoring and Evaluation

- Ensures the application of all Monitoring & Evaluation (M&E) systems and procedures by local partners
- Ensures compilation of quality, monthly project narrative reports from partners and submits these to PDM
- Ensures that partner report is encoded on database
- Preparation/compilation/consolidation of bi annual and annual progress reports to donors and WCH Head Office when required.
- Conducts periodic monitoring and evaluation visits to partner sites to review the implementation of project activities.
- Contributes to the implementation of a monitoring plan on the activities, works closely with the PDM to develop the M&E plan.
- Assists in preparation and monitoring of budgets for partners where necessary.
- Works closely with partners in monitoring their progress and implementation of the project assigned for.
- Maintains close relationship with local government authorities, schools, CFSs and community structures supported by partners.
- Supports the Partnership Accountant to make use of all the monitoring and reporting tools which are required
- Makes sure that partners submit activity reports timely and submits to line manager



### 3. Capacity building of staffs and local partners

- Facilitates capacity building assessment and trainings/ technical support on M&E and other areas to local partners, in cooperation with technical team
- Supports local partner organizations in developing plans and its implementation.
- Provides on-the-job capacity building support in activity planning, reporting, communication, and implementation and monitoring for partner organizations, when needed.

### 4. Finance Management

- Maintains efficient financial control (disbursements, reports etc), accountability standards, procedures and records for local partners;
- Ensures that partner expenses are in line with project objectives and project budget
- Responsible close follow up of financial management and administration of the project budget ensuring adherence to WCH country finance policies and procedures set
- Prepares summary of project budget and project budget control reports based on partners reports
- Ensure timely and accurate financial and donor reports

### 5. Networking and Representation

- Establish and maintain good working relationships with relevant stakeholders in all the field locations of partners; at county , state and national levels
- Liaise with relevant ministries, local partner/s, international organizations for effective implementation and coordination of project activities as requested by PDM
- Participate in technical coordination meetings with other agencies and stakeholders on child protection and psychosocial support as requested by PDM

### 6. Logistics Management

- Monitors the use of WCH materials and assets according to WCH procedures
- Adheres to applicable WCH logistics and procurement policies and procedures.
- Carry on any other duties as and when assigned

## Requirements

### 1) Education Qualifications.

- Minimum of Bachelor's degree from a recognized university in M&E, Development Studies, Statistics, Economics or other related social science fields.

### 2) Work Experience

- At least 3-4 years of M&E and project management work experience in community development projects and/or child development work with a focus on partnership management, protection or psychosocial support projects of which at least 3 year within the (I)NGO or UN environment and candidates with similar qualifications or related fields in the Public/Private sector are also encouraged to apply.
- Experience in working with community based and participatory implementation strategies.
- Knowledge and experience in all aspects of M&E frame work and Project Cycle Management
- Experience on M&E and management of child protection projects and prior experience in grants management is an added advantage.



### 3) **Competencies**

- Good communication skills
- Eye for detail, high level of accuracy
- High level of Microsoft excel skills
- Ability to meet deadlines and work under stress and minimum supervision
- Knowledge of safety rules
- Flexibility, reliability and trustworthiness
- Oral and written Arabic and English skills. Ability to speak other local language/s of the project location is an advantage.
- Ability to effectively present information and respond appropriately to questions
- Affinity with WCH principles

*\* Commitment to the vision and goals of War Child Holland in South Sudan including adherence to the Child Safeguarding Policy, is essential.*

**Note:** Female candidates with the right expertise are preferred and highly encouraged to apply.

#### **How to apply:**

Application letters along with an updated three paged CVs with details of three most recent referees, copies of certificates and National ID addressed to the Human Resource Department and be delivered to **War Child Holland Office-at NPA-Building-Across UNICEF Offices** in Juba. You can as well drop by email to [info.ssdco@warchild.nl](mailto:info.ssdco@warchild.nl) . The position "**M&E Coordinator**" must be clearly indicated in your subject line of email or on the envelope

Please note that any application letter received is not returnable and War Child Holland is not obliged to give feedback/notices to none shortlisted applicants.

**War Child Holland South Sudan values your applications, however, only shortlisted candidates will be contacted.**

