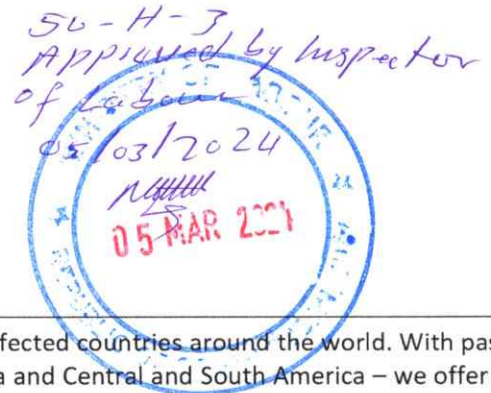


**TERMS OF REFERENCE**

**Position:** Monitoring and Evaluation Assistant  
**Duty station:** Bor  
**Application start:** 05 March 2024  
**Application end:** 22 March 2024  
**Length of the contract:** 6 Months with possibility of extension

**OVERVIEW OF CTG GLOBAL**

CTG support and manage humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries – from the Middle East, Africa, Europe, Asia and Central and South America – we offer a holistic fabric of project management, implementation, and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we can act quickly (crisis response teams can be on the ground in 24 hours) and to establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience operating in challenging conditions.

**OVERVIEW OF THE POSITION**

The M&E Assistant is responsible for supporting the monitoring and evaluation of IOM's Shelter and Settlement program, under the guidance of the Head of Operations, the Shelter/NFI Coordinator in Juba and direct supervision of to Shelter/NFI M&E Officer. The M&E Assistant will work closely with the project team and partners to ensure effective and timely reporting on the project activities and outcomes, as well as disaster risk management (DRM) and shelter and NFI coordination.

**GENERAL FUNCTIONS**

1. Track the progress of the project activities against the planned targets and indicators, using appropriate tools and methods, such as log frames, surveys, interviews, focus group discussions, etc.
2. Assist and develop data collection tools for project monitoring and ensure that beneficiaries are tracked according to age, gender, and diversity.
3. Maintain and update the project database and ensure the quality and accuracy of the data collected and entered.
4. Conduct regular field visits to monitor the implementation of the project activities and collect feedback from the beneficiaries and stakeholders.
5. Document the best practices, lessons learned, success stories and case studies from the project and share them with the M&E Officer and the project team.
6. Update the indicators table and report on the project achievements and challenges on a monthly, quarterly, and annual basis, or as required by the donor and the management.
7. Support the M&E Officer in conducting baseline mid-term and end-term evaluations of the project and preparing the evaluation reports.
8. Participate in environmental and social impact assessment, collect and track information.
9. Monitor risks and update Risk Management Plan on quarterly basis.
10. Prepare high quality power point presentation, monthly, quarterly, and ad hoc reports.

11. Perform any other duties related to monitoring and evaluation as assigned by the M&E Officer or the management.

### Desirable Qualifications.

Master's Degree, preferably in Development Studies, Social Science, Economics, Statistics, or a related field.

### **Experience**

- At least 2-4 years of relevant professional experience in research, monitoring emergencies and development program preferably Disaster Risk Reduction in South Sudan
- Ability to design M&E tools, surveys, and evaluations.
- Proven experience in data management, reporting, and other information products
- Knowledge of South Sudan and working with internally displaced people
- Excellent operational, organizational and communication skills and the ability to work harmoniously with other colleagues from diverse backgrounds.
- Strong computer skills, specifically hands-on experience in usage of MS Office

### **Skills**

- Good data analysis and report writing skills.
- Proficient in MS Word, Excel, PowerPoint, and other data analysis and data visualizations programs.

### **Desirable Competencies**

The incumbent is expected to demonstrate the following values and competencies:

**VALUES** – All staff members must abide by and demonstrate these five values:

**Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

**Integrity and transparency:** Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

**Professionalism:** Demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.

**Courage:** Demonstrates willingness to take a stand on issues of importance.

**Empathy:** Shows compassion for others, makes people feel safe, respected, and fairly treated.

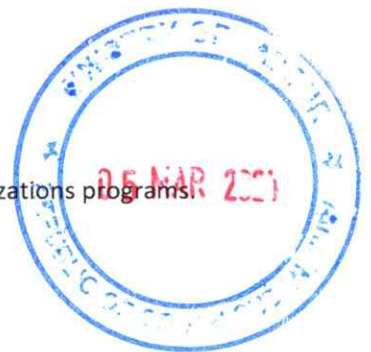
**CORE COMPETENCIES** - Behavioral indicators – Choose a level.

**Teamwork:** Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

**Delivering results:** Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.

**Managing and sharing knowledge:** Continuously seeks to learn, share knowledge, and innovate.

**Accountability:** Takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.





**Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring, and motivational way.

#### Behavioural

- Takes responsibility and manages constructive criticism.
- Works effectively with all clients and stakeholders.
- Promotes continuous learning, communicates clearly.
- Takes initiative and drives high levels of performance management.
- Plans work and sets goals within area of responsibility.
- Displays mastery of subject matter.
- Contributes to a collegial team environment.
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation.
- Works with internal and external stakeholders to meet resource needs of IOM.
- Ability to work independently with minimum supervision.
- High sense of confidentiality.
- Personal commitment, efficiency, flexibility, and drive for results.
- Capacity to work effectively and harmoniously with colleagues from various cultures and professional background.
- Ability to work under extreme pressure in difficult conditions while maintaining security awareness.

#### Technical

- Displays awareness of relevant technological solutions.
- Executes tasks in a timely and accurate manner.
- Coordinates and corresponds in a clear and concise manner.
- Follows up tasks to ensure timely completion.
- Seeks to improve efficiency in tracking and monitoring.

#### Languages:

##### REQUIRED

For all applicants, fluency in English is required (oral and written).

##### DESIRABLE

Working knowledge of a local language is an advantage.



**Qualified female candidates are encouraged to apply for this role.**

In order to apply for this role please deliver your CV, and Cover letter, most preferably by email to the address:

[southsudan@ctg.org](mailto:southsudan@ctg.org)

Please make sure **the subject of your email states "Monitoring and Evaluation Assistant and Specify the Location you are applying for (Monitoring and Evaluation Assistant -BOR)"**, or your application might be overlooked.

In Juba – Please deliver to CTG Office in Rock City, Next to South Sudan Football Association, Suk Mamur Road.

#### IMPORTANT REQUEST

- Kindly avoid naming your CV as *CV, Updated CV*, or by Job title or organization name
- For hard copy deliveries kindly include position applied for on the envelope.

