



INTERNATIONAL RESCUE COMMITTEE
SOUTH SUDAN PROGRAM
JOB DESCRIPTION

TITLE: Monitoring and Evaluation (M&E) Officer
LEVEL: 8B
LOCATION: Ganyiel
DURATION: 1 Year Renewable
REPORTS TO: ERD Manager
DATE OF HIRE: CONTINGENT ON FUNDING IN 2019

Organization Description

The International Rescue Committee, one of the world's largest humanitarian agencies, provides relief, rehabilitation and post-conflict support to victims of oppression and violent conflict in 42 countries. IRC is committed to bold leadership, innovation and creative partnerships. South Sudan, an independent nation since 9 July 2011, is emerging from decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance and self-determination. The security situation remains fragile and the operational context is challenging. IRC has been in South Sudan since 1989 and currently operates in Northern Bahr el Ghazal, Lakes, Unity, and Central Equatoria States implementing programs in the areas of Health and Nutrition, Protection and Rule of Law, Child Protection, Education and Economic Recovery and Development (Livelihoods).

Program Background:

The IRC has been implementing Economic Recovery and Development (ERD) programs in South Sudan since November 2014. In 2019, while leading a resilience program consortium with two other partners (ZOA and Cordiad), IRC South Sudan anticipates funding (from European Union) to expand implementation of the Strengthening Smallholders Resilience Project in Greater Upper Nile region of South Sudan in a four years project (2019-2022). The South Sudan Rural Development (SORUDEV) Program through Strengthening Smallholders Resilience (SSR) project focuses on strengthening resilience of communities, improving governance and conflict prevention and reducing forced displacements due to loss of livelihoods for 10,000 households in Greater Upper Nile region. Main interventions will lead to improved food security of rural smallholders and empower them to cope with environmental volatility and insecurity. This will be achieved through increasing agricultural (including livestock) productivity, facilitating increased access to markets through community led collective marketing and infrastructural development, increasing access to rural financial services and local micro businesses via private sector led initiatives with specific focus on youth and women, and improving resilience capacities through building community led Disaster Risk Reduction and mitigation structures. The program will incorporate and mainstream gender sensitivity, community led environmental protection and conflict-sensitive designs into all aspects of design and implementation.

Job Purpose:

Reporting to the ERD Manager, the M&E Officer will design, establish and maintain a sound field level M&E system for the SORUDEV SSR project, ensuring that project cycle management adheres to IRC's Design Monitoring and Evaluation (DM&E) guidelines and acceptable international standards. This position is also the focal point for learning and documentation of SORUDEV SSR best practices while overseeing the sector's research activities.

Position reports to: ERD Manager GY and SORDEV Consortium Manager JU

Position indirectly reports to: ERD Coordinator

Liaison: Liaises with IRC DM&E coordinator while ensuring that accurate and timely data on project activities are collated.

Specific Responsibilities:

The M&E Officer will remotely work with the DM&E on technical grounds to execute the following clustered duties:

APPROVED BY KROSS
ERD DIRECTOR'S OFFICE
DATE: 9/12/2019

1. Program Quality (Learning, Monitoring & Evaluation)

- 1.1. Lead and coordinate project research, surveys and assessments as required,
- 1.2. Take lead in documenting and sharing best practices learnt from ERD work in Unity state
- 1.3. Review the SORUDEV SSR logframe and develop monitoring and evaluation plan for the project,
- 1.4. Develop project performance indicators in line with proposal and donor guidelines,
- 1.5. Develop appropriate M&E tools and regularly review its suitability and utilization,
- 1.6. Train and continually monitor staff adherence to such M&E tools,
- 1.7. Plan and execute the baseline survey and produce the report,
- 1.8. Participate in South Sudan market assessment and review the final report,
- 1.9. Organize quarterly project review meetings with ERD Managers, SORUDEV Consortium Manager and TC,
- 1.10. Organize internal project evaluations every year and produce report,
- 1.11. Support the TC to organize and execute external project evaluations,

2. Implementation & Reporting

- 2.1. Establish appropriate M&E database for tracking project performance indicators,
- 2.2. Conduct field monitoring visits to all project sites every month; after which compile and submit recommendations to the respective ERD & SORUDEV Managers copying the TC,
- 2.3. Coordinate the review and / or evaluation of training modules within SORUDEV SSR and ERD Project in Unity State,
- 2.4. Work with the DM& E Coordinator to produce quarterly M&E progress reports and submit to TC copying Program Managers,
- 2.5. Review internal reporting formats within ERD sector: VA, AEA, CHAWS-Officers-Managers-TC/FC
- 2.6. Train field staff on donor reporting requirements: content, layout and timeline.
- 2.7. Coordinate and lead the compilation of donor reports at the field level,
- 2.8. Manage electronic tools to prevent disorganization (Keep server data confidential).
- 2.9. Review donor reports from the field before submission to the TC for technical review,

3. Human Resources

- 3.1. Organize and train ERD staff in M&E best practices and principles;
- 3.2. Take lead in developing TORs and hiring research assistants as necessary,
- 3.3. Participate in developing TORs for internal and external evaluations,

4. Field Level Coordination and Representation

- 4.1. Liaise and collaborate through the DM&E Coordinator on IRC's research, evaluation and learning (REL) events
- 4.2. Liaise and collaborate with SORUDEV SSR consortium partner, other NGO M&E units,
- 4.3. Actively participate in relevant SORUDEV SSR, FSLC and state level M&E events,
- 4.4. Establish and maintain a cordial working relationships with ERD Managers,
- 4.5. Communicate efficiently with TC, ERD Managers and field staff regarding M&E activity schedules and recommendations emanating from field visits,

MINIMUM REQUIREMENTS

Education

University degree/diploma in any field of economics, engineering or statistics or or related field from a reputable university; specialized trainings in M&E and logical framework approach to project design, monitoring and evaluation is an added advantage.

Experience

At least one to two years of experience in monitoring and evaluation of agriculture and livelihoods projects in conflict/post conflict setting;

Skills and Abilities:

- Excellent writing skills, including report writing,
- Ability to plan ahead and yet accommodate unexpected tasks,
- Excellent networking and liaison skills,
- Flexible and able to adapt to field logistics constraints.
- Good communication and presentation skills; pay attention to details.
- Coaching skills including training, delegation and presentation;

- Strong computer skills especially in MS excel and access database, able to work with SPSS, SP. info and Ms projects,
- Security awareness; able to travel to potentially insecure areas within the constraints of IRC's security policies.
- Fluency in English, Ability to speak fluently in local (Nuer/Arabic) will be an added advantage.

Standards for Professional Conduct:

All IRC staff must adhere to THE IRC Way Standards for Professional Conduct and the IRC country employment policies. These include Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.

Work Environment:

Security level orange. The situation in Juba is calm at the moment. Hopes the signed peace agreement will improve the life of the people all over the country.

Housing:

In Ganyliel/Nyal, sleeping accommodations is in tent and or traditional grass thatched structures. Electricity and internet is limited to several hours per day. Individual contributes towards food which is prepared in a communal kitchen in the hub by a hired cook. Candidate may be requested to operate from own dwelling.

How to Apply:

Interested applicants should submit a updated CV with 3 references (please indicate referees telephone number and email address) and copies of academic and training certificates, a copy of official ID and day time telephone contact addressing it to the Human Resources Department , IRC South Sudan and email the above documents to SS-HR@Rescue.org .

Alternatively, applications can be hand-delivered to IRC field office in Ganyliel/Nyal Field Office and Head office in Juba.

Deadline for submission: 30th /Dec//2018¹⁰

NOTE: Only short listed candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC

EMPLOYEE:

SUPERVISOR:

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

