



ARDF
African Relief and Development Foundation
Save lives & build healthier Communities



03/10/2023

Vacancy Announcement

Position: MEAL Coordinator
Duty Station: Juba (50%) Field visit (50%)
Supervisor: Executive Director
Date Posted: 3rd Oct 2023

ROLE PURPOSE:

The job holder is responsible for providing oversight MEAL function and will work with the MEAL Department team to design and lead a strong MEAL system. The MEAL system's objective is to ensure harmonized and aligned data collection and monitoring to inform decision-making, accountability, reporting, and learning in a timely and strategic manner. The MEAL Coordinator ensures that the program undertakes routine Continuous Quality Improvement & data quality assessment, has information briefs, regular sharing of Programme updates with stakeholders, a mechanism for collecting, tracking, and responding to feedback and complaints from Programme stakeholders

In addition, the job holder ensures that Quality Benchmarks are used during program implementation of activities and puts in place a tailor-made documentation strategy for impact stories, reports, and best practices. The MEAL Coordinator will cultivate a learning culture within the program and ensure that lessons learned from pilots, program interventions, and working in consortia are documented, shared between partners and key stakeholders, and contribute to national and global level learning and research. The staff is responsible for ensuring that Programme data on outputs and outcome progress is collected, analyzed, and synthesized accurately and in a timely manner; supports the training of the Programme team and partners in quality data collection and management including the use of data to inform decisions on the Programme priorities. The job holder may be called upon as and when necessary to support the emergency team in cases of humanitarian crisis.

KEY AREAS OF ACCOUNTABILITY:

A: Program design:

- Assess the needs and capacities of the target communities.
- Involve communities in problem analysis and project design.
- Implement gender assessment studies and other key project deliverables in line with the theory of change

B: Set up a strong MEAL system and operationalize MEAL in all field locations



- In close collaboration with the World Bank Project Coordinator and CPF project Coordinator, put in place an operational MEAL plan including the setting up of mechanisms to monitor and document the progress of implementation of Programme activities, Specifically;
- Ensuring that MEAL planning and discussion are held with all project staff, partners, and key stakeholders before and after the project kick-off meetings
- Developing the project MEAL pack (Project Log frames, detailed M&E plan, Activity Targets Trackers (ATTs), Quality Benchmarks, IPTTs, accountability, Data audit, and learning plans) within the 1st three months of the project life in close collaboration with the project team and partners
- Results monitoring and Learning for decision-making by tracking and maintaining Project Performance Tracker (IPTT) to flag/address required performance improvements on a monthly basis
- Conduct, analyse, and disseminate monthly IPTT/outcome monitoring, Evaluations/Evaluations, program studies/research
- Analyse project data from the project team and produce strategic analysis for the project management team
- Develop and review program data collection tools to ensure that tools provide the required information on program indicators
- Implement data quality assurance activities according to the MEAL plan (e.g. data verification and spot checks).
- Control for double counting/create beneficiary unique identifiers.
- Conduct monthly QB monitoring (at least 80% of activities implemented) and ensure that improvement actions are developed & logged into the action tracker for follow up

C: Design and operationalize the Accountability mechanism

- Support the project team in the development of information sharing materials/briefs, posters, and brochures, and dissemination of Programme information materials to relevant stakeholders, partners, and beneficiaries.
- Facilitate the project team to set up relevant contextualized feedback and complaints infrastructures, mechanisms, and approaches to receive feedback and complaints from beneficiaries including children
- Collect and manage complaints and feedback in close coordination with the Programme team. Track timeliness of response to complaints and maintain an updated Programme complaints tracker
- Adopt Child Safe Guarding and Safe programming into accountability mechanisms for the consortium

D: Integrate ICT in the project MEAL system

- Support implementation of program MIS and integration of Geographical Information System (GIS) in program reporting. Support GIS mapping and dissemination of MIS/GIS reports. Provide MIS content/requirements and feedback to the MEAL team and document progress on indicators/achievement of targets
- Enhance the use of digital data management within the program, this includes the use of Kobo and ODK among other programs.



E: Build a culture of Learning and Knowledge Management

- Participate/coordinate the design of quantitative and qualitative participatory Programme evaluations (baseline, annual and final evaluations), assessments, reviews, and other special studies
- Facilitate documentation of the project results, impact, best practices, and the most significant changes.
- Document learnings and best practices; disseminate learnings, reports, and publications and participate in learning sessions, and ensure that the lessons learned are utilized to inform programming and advocacy.
- Support conceptualization and planning of learning events/activities

F: Planning, Budgeting, and Reporting:

- Coordinate with Technical and project teams for appropriate allocation of MEAL resources and budget in project reviews and annual plans
- Provide day-to-day direct support to the project team in preparation and reviewing of annual and quarterly project plans and reports, ensuring that project reports meet donor and SCI reporting standards.
- Oversee the MEAL budget utilization, and ensure timely implementation of MEAL activities.

G: Communication and Networking

- Create and sustain positive working relationships internally with other technical staff, externally with the district local government and CSO partners, and other stakeholders, and also maintain an up-to-date understanding of key development trends in the project area.
- Representing the project in various thematic coordination fora, Payam as may be requested by the line manager or Field Offices.

ARDF Policies:

- Standard of Professional Conduct:** ARDF and ARDF workers must adhere to the values and principles outlined in ARDF way standards for professional conduct. These are Faithfulness, integrity, Professionalism, governance, stewardship, Empowerment, and teamwork. In accordance with these value, ARDF operates and enforce policies on beneficiary protection from Exploitations and abuses, child safeguarding, anti-workplace harassment, and fiscal integrity.
- Safeguarding policy:** ARDF has a zero-tolerance policy for safeguarding violations by staff, incentive workers, visitors, and suppliers/sub S contractors. Safeguarding at the ARDF is integral to the organizational value and ethics and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuses, and harassment of any person linked to the program by its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.
- Gender Equality:** ARDF is committed to narrowing the gender gap in leadership positions. We offer benefits that an enabling environment for women to participate in our workforce including flexible hours (when possible), Maternity leave, transportation support, and gender-sensitive security protocols.



- d) **Equal Opportunity Employer:** ARDF is an equal opportunity employer. ARDF considers all applicants based on merit without regard to race, color, national region, religion, sexual orientation, age, marital status, Disability, or any other characteristic protected by applicable laws.

Academic background, experience, and personal specifications:

- Minimum of a Bachelor's Degree in Statistics, Public Health, Sociology, or Development Studies preferably with Post Graduate training in M&E or Project Planning and Management.
- Minimum of three years working experience in monitoring and evaluation working experience (preferably in education/protection/health/nutrition/CRG/FSL-related programs with a National International NGO).
- Experience collecting data through quantitative and qualitative methodologies
- Experience interviewing community members and leaders and/or facilitating focus group discussions (especially with beneficiaries including children)
- Understanding of the basic standards to ensure data quality
- Knowledge of data analysis principles and software (ideally SPSS, STATA, R, ArcGIS, NVivo, and/or ATLAS.ti)
- Familiarity with mobile data collection platforms (like Kobo Collect, ODK, Survey CTO, etc).
- Experience with monitoring and evaluation techniques to assess the quality and effectiveness of program strategies for program learning

How to Apply

a) **Application address**

- Interested candidates are requested to submit their application and updated CV of not more than 4 pages, Copies of National ID, and Educational certificates through the Email address;

hr.ardfsouthsudan@gmail.com

- For hand Delivery, submit your application to ARDF office in Juba, addressing to ARDF Human Resource Manager, Hai Mauna Residential Area, 450 meters South West from Mauna Medical Complex, Juba South Sudan

b) **Eligibility;**

- The position is Open to only South Sudanese with the required qualifications
- Female candidates with the required qualifications are highly encouraged to apply.

c) **Shortlisting and interview**

- Due to the urgency of the position, applications will be reviewed on regular bases.
- Successful candidates will only be conducted for interviews

d) **Deadline for submission**

- The deadline for submission will be **20th Oct 2023**
- Only applications submitted before the deadline will be considered for review

Disclaimer:

African Relief and Development Foundation does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.

