

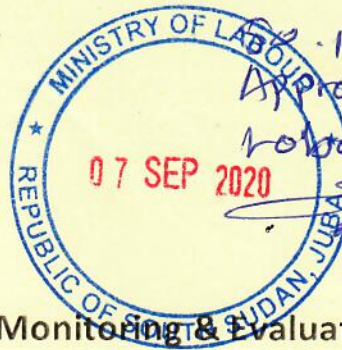


VETERINARIANS  
WITHOUT BORDERS

VÉTÉRINAIRES  
SANS FRONTIÈRES

## Job posting: VWB/VSF Canada Monitoring & Evaluation Manager

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Ottawa, Ontario Canada  
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[www.vetswithoutborders.ca](http://www.vetswithoutborders.ca)



Veterinarians without Borders/ Vétérinaires sans frontières – Canada (VWB/VSF) is a charitable, humanitarian organization, founded in 2005, whose mission is to work for, and with, those in need to foster the health of animals, people, and the environments that sustain us. This organization engages in activities around the world related to the health of farm animals, urban domestic animals, and wildlife, as well as public and ecosystem health. See [www.vetswithoutborders.ca](http://www.vetswithoutborders.ca) for more details.

VWB/VSF is seeking proven and talented candidates for the position of Monitoring and Evaluation Manager who will work closely with the South Sudan Country program Manager and other program staff. The position is 50% field based with workstation being Juba – South Sudan.

**Position title: Monitoring and Evaluation Manager**

**Reports to:** South Sudan Program Manager

**Location:** 50% Juba, 50% in field (Northern Barh el Ghazal or Warrap state)

**Term:** Full-time, 6 – Months term (renewable based on performance and funding)

**Start date:** As soon as possible

### 1.0 OVERALL RESPONSIBILITIES

The Monitoring and Evaluation Manager will be responsible for setting up and leading the technical roll out of the M&E framework, spearhead and specifically contribute to the quality of the VWB/VSF Country program through detailed analysis and synthesis of data and results. He/she will undertake the program level impact measurement system and ensure that all M&E systems are in place to enhance vertical and horizontal accountability to beneficiaries, donors and other critical stakeholders. He/she will be skilled in consolidating VWB/VSF-Canada program level impact data and report, indicators mapping, benchmarking, theory of change formulation and reporting against significant stories of change. The M&E Manager together with the Country Program Manager will take leadership in designing key programmatic studies including the Gender Analysis, the vulnerability and capacity assessment studies, and the Monitoring and Evaluation studies that include baseline and end line surveys. The M&E Manager will also organize periodic reviews and learning sessions based upon the VWB/VSF and donor requirements. The M&E Manager is expected to oversee the quality control aspects of VWB/VSF program implementation and will work with South Sudan Country Program Manager and program staff to ensure the most effective way of linking specific donor M&E systems with VWB/VSF requirements. He/she will provide overall program level technical guidance in documentation, and knowledge management systems and practices, through training, coaching of VWB/VSF-Canada staff and partners.

### 2.0 SPECIFIC JOB RESPONSIBILITIES

**R1: Design and implement program level M&E system and lead data collection, analysis and studies on existing program strategy (35%)**

- Support and facilitate the design of program level M&E frameworks that meets or exceeds donor M&E





and reporting requirements and conduct all baseline studies, midterm, annual and final reviews, impact assessment processes where required.

- Initiate the write up of periodic reports (Quarterly, annual and situational reports) for the EU ZEAT BEAD food security and livelihood consortium project and coordinate processes of developing annual and periodic reports in collaboration with Country program Manager
- Innovate, propose, test and modify simple, user friendly and effective M&E system consistent with VWB/VSF-Canada policies and procedures set forth in the M&E framework that will allow the SALPI initiative to track both the individual and cumulative impacts of its intervention
- Ensure that key program indicators are well captured with specific attention to gender issues, conflict sensitivity and environmental conservation as manifested in the project implementation
- Ensure program specific studies inform VWB/VSF gender equality strategies and future programming as well as the documentation of lessons learned for the improvement of program quality.

**R2: Provide Quality Assurance to all VWB/VSF-Canada Initiatives (30%)**

- Monitor work plan implementation, progress and changes related to project indicators and make recommendations for appropriate adjustments
- Lead in developing VWB/VSF program/project detailed Monitoring and Evaluation plans, indicators tracking matrices etc
- He/she will ensure high quality reports are generated internally and externally by VWB/VSF field staff, partners and consultants through provision of technical assistance, review and feedback
- The M&E Manager will ensure compliance with VWB/VSF program strategies in areas including DRR, climate smart Agriculture , Natural resource management, gender, conflict management and will ensure the information is utilized for program M&E related activities
- Work with the Country Program Manager to significantly contribute to collating and analysis of gender disaggregated data to ensure donor compliance and high quality accountability of VWB/VSF program results
- Ensure the alignment of M&E activities with program goals and contribute to the development of annual work plans to identify project targets and ensure inclusion of M&E activities cross all partners implementation activities.

**R3: Capacity building of VSF-Canada and its partners staffs in Monitoring, evaluation, reporting and knowledge management skills (20%)**

- Conduct capacity building sessions (training, monitoring and coaching) for staff and partners to develop and effectively implement monitoring and Evaluation and documentation plans including development of appropriate tools and methods
- He/she will advise the Program Manager and program staff on issues related to ME&L for better decision making
- Undertake and facilitate relevant staff to implement the M&E Plan, regularly revising and updating performance questions, indicators, methods, formats and analytical processes in order to provide overall quality control on the M&E system and reporting

**R4: Facilitate VWB/VSF-Canada program learning and reflection to form a basis for sustainability and continuity of the program; ensuring that monitoring and the review outputs are mainstreamed and adopted by the program for learning and performance improvement (15%)**

- He/she lead development and operationalization of M&E systems and tools to promote reflective practices in VSF-Canada project and the Country program as a whole for learning and program quality improvement





- Lead documentation of success stories, publications, program briefs and other relevant project impact documentation processes to tell the VWB/VSF story in South Sudan
- Participate in VWB/VSF country office program quality and learning events and networking sessions such as the program quality and learning meetings
- Perform any other related duties as assigned by the County Program Manager

### 3.0 Required Qualifications

Applicants must have-

- Master's Degree in a relevant field (Quantitative economic, statistics, development studies, demography, etc.)
- Minimum of six years' experience and demonstrated practical skills in M&E of donor-funded development programs
- Previous experience supporting food security and livelihood-related programming is an advantage.
- Previous experience working as Monitoring and Evaluation officer on an EU-funded contract is strongly preferred.
- Strong knowledge of and experience with a range of M&E tools and techniques for data analysis including an ability to develop an effective system for performance evaluation, correction and report writing
- Demonstrated capacity to use project M&E to advance strategic goals and provide data for decision-making
- Very good command of MS excels, and working knowledge of statistical data management packages both qualitative and quantitative software such as R, SPSS, STATA, and Nvivo).
- Experience working on projects funded by major humanitarian donors, such as the EU, USAID, ECHO, Global Affairs Canada an added advantage
- Excellent presentational and communication skills, written and oral fluency in English.
- Ability to work under pressure within remote and environments is desirable Willingness to travel throughout project target areas, as needed
- Good understanding of cross cutting issues – gender equality, conflict mitigation, environmental conservation and protection is desirable.

### 3.2 Remuneration

VWB/VSF offers a competitive salary commensurate to level of skills and experience of candidate

### 4.0 How to apply:

**Application closes:** September 25<sup>th</sup>, 2020 or until position is filled

To apply, submit a cover letter and detailed resume **clearly explaining how your skills and experience meet the expectations of the position description and academic certificates.** Please submit your application to [rose@vetswithoutborders.ca](mailto:rose@vetswithoutborders.ca) and copy [buljohn@vetswithoutborders.ca](mailto:buljohn@vetswithoutborders.ca) or hand deliver to our office in Hai Malakal located at VSF-Suisse Compound. Please write "Monitoring and Evaluation Manager" in the subject line of the email.

VWB/VSF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to join our organization.

