SCOPE OF WORK

RESILIENCE THROUGH AGRICULTURE IN SOUTH SUDAN (RASS) ACTIVITY

50.H3

Position Title:	MEL Specialist
Work Location:	Juba Headquarters
Travel Expected:	Up to 40% may be dedicated to travel to areas of intervention
Contract Name:	Resilience through Agriculture in South Sudan Activity (RASS)
Status:	Full-time, Long-Term Technical Assistance (LTTA)
Period of Performance:	1 Year (with an option for renewal subject to funds availability and satisfactory performance)
Direct Supervisor:	CLA/MEL Director

(stamp: MINISTRY OF LABOUR, REPUBLIC OF SOUTH SUDAN, JUBA — 14 MAR 2023)

* This position is open for only South Sudanese nationals. Female candidates are highly encouraged to apply. *

ABOUT RASS ACTIVITY

The United States Agency for International Development (USAID)-funded Resilience through Agriculture in South Sudan Activity (RASS Activity) is a four-year (2021-2025), Activity led by DAI and its partners: CARE International (CARE), International Fertilizer Development Centre (IFDC), and the Waterfield Design Group, Inc. (WDG). The overall purpose of the RASS Activity is to reduce long-term reliance on humanitarian assistance by significantly improving food security, community resilience, and household recovery in up to 17 priority counties in seven states of South Sudan. RASS Activity employs a resilience pathway approach to improve the effectiveness of local systems and strengthen capacities to sustain gender-responsive, diversified, and market-sensitive agricultural production; increase the availability of, access to, and utilization of diverse, safe, and affordable diets; and expand opportunities for sustainable, locally driven livelihoods, thereby graduating communities from high Integrated Phase Classification (IPC) to lower phases, reducing long term dependence on humanitarian assistance. The work aims at improving food security and community household recovery and resilience thereby transitioning communities from humanitarian assistance to inclusive development assistance and economic growth.

CONTEXT AND GENERAL TECHNICAL REQUIREMENTS:

RASS Activity portfolio comprises a diverse set of activities and approaches that require a nuanced understanding to effectively design or adapt the appropriate data collection, evidence gathering, and learning tool development to meet its objectives.

The RASS activity Monitoring, Evaluation and Learning (MEL) Specialist will form an integral part of the RASS CLA/MEL team, providing technical guidance and management for MEL activities across the objectives and will be fully responsible for the implementation of the Activity Monitoring, Evaluation and Learning Plan (AMELP). The MEL Specialist will be responsible for data collection, analysis, and reporting for all RASS activities via a variety of tools and methodologies at the county level for Activity results tracking, reporting and adaptive learning. S/he will work alongside RASS Activity, USAID clients, sub-contractors, and implementing partners to design and facilitate MEL processes and contribute to MEL data verification, analysis, and reporting to USAID. The RASS MEL approach is driven by a collaborating, learning, and adapting (CLA) approach based on deep collaboration with other projects, experts, and donors working with market systems development (MSD) and private sector engagement (PSE), routine collection of quality performance data — informed by the RASS Activity Quality Assurance Surveillance Plan — informative analysis and learning dissemination. This model emphasizes continual measurement of mechanism and activity level outcomes and subsequent adaptation to challenges and successes. DAI may also use Microsoft Excel for data collection and analysis and visualize development models using Microsoft Power BI.

POSITION DESCRIPTION AND RESPONSIBILITIES

The MEL Specialist will lead the implementation of the activity Monitoring, Evaluation and learning Plan (AMELP) which includes performance monitoring, context monitoring, third party monitoring as well and facilitating internal and external evaluations. This includes developing M&E data collection tools, creating a MEL guide and conducting training to DAI and partner staff on data collection tools and processes; creating and maintaining the M&E data management system; supervising data collection, aggregating and reporting; accountability to affected population through effective feedback and complaints mechanism; as well as ensuring data quality throughout the life of the activity. Working under the supervision of the CLA/MEL Director, s/he will ensure that all project performance monitoring activities and systems, including necessary data management and visualization software and data collection instruments are collecting, storing, managing, analysing, and reporting M&E data on output, outcome, and impact indicators. S/he will work collaboratively with the Strategic Communications Specialist, the SBC/GEYSI Specialist and County Managers for Activity reporting and support field teams with managing MEL activities at the county level.

The following comprise main responsibilities of the MEL Specialist:

- Lead the implementation of the activity Monitoring, Evaluation and Learning Plan (AMELP) for the RASS Activity.
- Oversee the collection, analysis, and reporting of data via a variety of tools and methodologies at the county level for Activity results tracking, reporting, adapting, and learning.
- Work with RASS and implementing partners to facilitate methods for timely and accurate collection of performance indicator data—as defined in the AMELP.
- Regularly update the Monitoring, Evaluation and Learning Plan (AMELP) and the Project Indicators Reference Sheet (PIRS) in line with changes and reviews during activity implementation and secure USAID approval for all updates.
- Provide input on the selection and definition of appropriate indicators and data collection methods to track project level performance and provide evidence to inform project specific learning questions.
- Develop guidelines for data collection and processing and provide training for all staff and partners on forms, templates, and specific types of documentation necessary for verification and ensure standardization of tools across all objectives and partners.
- Conduct periodic internal Data Quality Assurance (DQAs) using the five data quality standards of validity, reliability, integrity, precision, and timeliness to verify quality of data collected and reported and provide guidance when weaknesses are identified.
- Conduct periodic performance, context, and complexity-aware monitoring (CAM) activities along with learning activities to be reviewed quarterly during Quarterly Project Review (QPR) meetings with the technical staff so they are aware of progress and can share lessons learned and respond to scenario-based planning.
- Create and maintain MEL data management system, supervising data collection, aggregating and reporting, as well as ensuring data quality throughout the life of the activity.
- Ensure raw data and soft copies of supporting documents are stored in relevant folders in SharePoint.
- Use PowerBI, integrated into Air Table and TAMIS, for visualization of the results compared to targets. Ensure data is entered into the M&E module in TAMIS and automatically displayed in the PowerBI dashboard.
- Working with sub-partners (grantees and subcontractors) to define and track performance indicators and to capture learning.
- Update all RASS Indicators with baseline data, targets, achievements, disaggregated information, and other required information using Air Table and excel and update the same in USAID -DIS and DAI - TAMIS
- Ensure all staff have the relevant software on their computers and tablets
- Complete and share up to date Project Indicator Tracking Table (PITT) (Home office) and ensure Activity Monitoring Tool (AMT) is aligned to the PITT to ease reporting.
- Update and order the printing of Participant Farm Yield and Sales Logbook on hard paper and get them distributed to all field locations to be used for recording by farmers and ensure they are constantly replenished when exhausted.
- Conduct MEL training for implementing partners and new program staff. Ensure regular reports are coming in and that all indicators in the GUC are tracked, timely reported and added into the main report.
- Plan and conduct Stakeholder feedback survey as part of RASS Activity CLA requirements
- Timely analyze and share monthly, quarterly, and annual RASS activity performance dashboard on all Indicators and other key activities in line with AMELP
- Update and share Learning and recommendations Tracker and ensure action plans are in place and followed up
- Update the RASS Activity Management Tool (AMT), make sure it is used by relevant staff, and share updated AMT tables monthly
- Conduct hands-on training for all new staff and new arrivals and provide them with all MEL tools before deployment to the field
- Carry out spot checks, on-site data verification/DQA visits, supportive supervision visits and complexity aware monitoring as required, and produce reports with recommendations and action points
- Train staff and ensure compliance on data collection, disaggregation, and reporting of beneficiaries with disability using Washington group of questions
- Work with county teams to plan and organize QPR and produce report.
- Update RASS Location map and carry out activity location GIS mapping using the USAID MELS supported ArcGIS software.
- Ensure all finalized reports including datasets (raw and analyzed) are saved in the relevant folder in Share Point
- Provide regular trainings for all the Activity staff and partner staff for consistent understanding of the data collection methods and reporting mechanism.
- Facilitate the design and conduct of all assessments. Carry out data analysis of surveys and assessments using established software and digital tools and produce relevant information extracted from the database, such as statistical figures and basic data analysis and infographics.
- Integrate CLA throughout activity design and implementation to guide adaptive management and iterative learning.
- Use evidence-based research to test assumptions for quarterly pause-and-reflect sessions and plan collaborative learning and adaptation activities – such as team-wide pause and reflect sessions- to support the identification, analysis, and synthesis of lessons learned from RASS Activity.
- Work with RASS Activity Technical Leads and County Managers and partners to identify learning questions and outcomes of interest.

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- At closedown, facilitate the conduct of learning event in the form of an After-Action Review (AAR) to allow team members and leaders to discover what happened and why and review both successes and challenges to inform future programming.
- Any other duties assigned by the line manager

A Note: This job description is not exhausted, and the staff member may be asked from time to time to perform duties over and above those described here. The staff member is also expected to always maintain confidentiality of all beneficiaries and internal information. Only candidates who passes the first stage of the interview process can proceed to the next stage.

Reporting: The MEL Specialist will report to the CLA/MEL Director.

Required Qualifications
- University Degree in Statistics, Computer Science or IT, Monitoring and Evaluation, Social Sciences, or related field.
- Familiarity with USAID, or other donor economic growth, agriculture, and foods security sector projects.
- At least eight (8) years of prior work experience in MEL, information/data management and research activities in development/humanitarian sector including in South Sudan.
- Demonstrated experience using data collection, analysis, and reporting software (Advanced Excel, Air table, Agemo, Gro – intelligence, KoBo, Cropstat, Power BI, Tableau, SPSS, DHIS2, etc.)
- Demonstrated knowledge of USAID MEL guidance and policy in the context of the program cycle.
- Demonstrated ability to coordinate with multiple stakeholders for data collection, verification, analysis, reporting and dissemination.
- GIS mapping experience.
- Experience conducting Data Quality Assessment (DQA) using USAID DQA standards
- Strong organizational skills and attention to detail.
- Reliability and ability to work independently and in a multi-cultural team environment.
- Strong written and oral communications skills in English
- Knowledge of Arabic and any other local language

REQUIRED ATTRITBUTES OF ALL RASS TEAM MEMBERS
- **Be Flexible and Adaptive** – given the pace and frequency at which conditions may change in South Sudan, team members are expected to be agile with position requirements, adapting to changing circumstances for successfully meeting the objectives of the contract.
- **Be Collaborative and Inclusive** –individual team members are expected to model openness to new and competing ideas, seek feedback from colleagues, demonstrate and internalize respect for diverse opinions, and proactively create safe spaces for participation in decision-making processes to ensure the views of different groups, gender, and levels of understanding and experience within systems where RASS operates are considered and incorporated into activity programming, security, and development of RASS policies and procedures.

APPLICATION PROCESS
- To apply, please send your complete and updated CV/resume including full names, contact details (functioning email and phones) and a Motivation Letter as one single document to:
  rass_recruitment@rassactivity.org
- Your attachment must be less than 2 megabytes in size. **Please DO NOT** submit any other recruitment documents at this time. In the subject line, please include the **Title** and of the position for which you are applying, as advertised at the top of this announcement.
- Please apply electronically, DAI will not be accepting hard copies at this time.
- Only shortlisted candidates who meet all the minimum qualifications will be contacted.
- Only candidates who passes the first stage of the interview process can proceed to the next stage.
- **DAI will carry out reference checks and document verification for successful candidates**.
- The deadline for submissions is Friday, March 31st, 2023, at 05:00PM (17:00) CAT. However, applications will be reviewed on a rolling basis as received and review will continue until the positions are filled. Kindly be reminded that DAI does NOT tolerate canvassing and will not answer questions via phone calls.

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