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Approved by
Inspector of Labour

12/06/2023



JOB ADVERTISEMENT

POSITION: Design, Monitoring, Evaluation, Accountability and Learning (MEAL) Manager

LOCATION: Juba

STARTING DATE: ASAP

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund South Sudan Programme is looking for a suitable **South Sudanese** candidate to fill in the position of **Design, Monitoring, Evaluation, Accountability and Learning (MEAL) Manager** to be based in **Juba**.

Part 1 – Job description

1. Main purpose of the job

The main purpose of this role is to lead in ensuring the quality and accountability of the South Sudan Country Program. The DMEAL Manager works closely with the Program Director to ensure the Country Strategy is designed to deliver quality and impact of Tearfund's contribution to South Sudan's development. The DMEAL Manager will bring substantial experience and new ideas to lead on DMEAL system implementation, review, and evaluations, DMEAL budgeting, recruitment, as well as support proposal writing and log frame development. The post holder will ensure that all Tearfund's projects are designed to ensure the quality, effectiveness, and appropriateness of programmes. The DMEAL Manager will work alongside staff and Partner teams to maintain an effective monitoring system across all sectors, including the use of beneficiary feedback data, to assure the quality of interventions. The DMEAL Manager will ensure staff and partners have the required DMEAL competencies and attitudes to deliver quality programs and durable impact.

The DMEAL Manager will ensure that the program has evidence-based knowledge to inform the direction of the programs. He/she will ensure timely, quality data management processes are embedded throughout the project management cycle and that partners' capacity for monitoring, evaluation, coordination of information and dissemination of project results is high. He/she is responsible for ensuring that effective monitoring systems are in place to ensure that Tearfund and its partners are responsive to context and agile to respond to best practice. In addition, She/he will ensure that Tearfund's work is meeting Tearfund's Quality Standards and international standards, working closely with all staff. The role will require significant travel to field sites in the operational area.

2. Position in organisation

- Grade: 3
- Senior Management member
- Reports to the Program Director
- Line manages the MEAL Officers



3. Tearfund's Christian culture

We believe that prayer and discernment are fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living per Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

4. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally.
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

5. Scope of job

The job is a country level role and is part of the Senior Management team. The role provides leadership the DMEAL function of the country program ensuring the program meets the highest standards of program quality standards. The role is integral to ensuring the organization delivers on its key performance indicators and delivers the highest levels of program accountability. The role includes people, systems and structure development components to enhance program effectiveness.

6. Duties & Key Responsibilities

Country Strategy development and reporting:

- Work closely with the Program Director to ensure the country strategy development process is informed by learning, data and experiences from previous implementation and the relevant national development Frameworks.
- Develop the Results Monitoring Framework to ascertain performance progress against the Country Strategy.
- Update the Country Strategy Indicators on TRACK semi-annually.
- Ensure individual project information is up-to-date on TRACK and follow up with other staff members on the regular update of TRACK
- Manage and respond to regular notifications from ECA DMEAL team and Track focal point, on The Country and Partners' TRACK systems, especially project closure, design deadline and overdue reports issues
- Ensure all relevant project focal points and programme staff are adequately using/have the necessary skills in manipulating TRACK in the designing, monitoring and evaluation of projects
- Keep the Senior Management team of the performance against the Country Strategy.
- Develop quarterly and annual reports for the country program strategy.

DMEAL System Design and Oversight:

- Lead the development and the roll-out of an organisational DMEAL system (emergency & development), ensuring accountability to donors and beneficiaries.
- Promote all aspects of DMEAL to support the creation of an organisational culture that prioritizes quality, results-based programming.
- Build strong relationships with colleagues and partners and provide support as required to ensure the DMEAL system is understood, accessible, used and supported in the field bases.
- Work closely with the program teams to ensure that DMEAL becomes an integral element of project implementation leading to enhanced quality, accountability, management, and impact.
- Establish a beneficiary accountability mechanism for the country program and ensure the beneficiary log is responded to in a transparent, ethical manner.
- Ensure the Tearfund Quality Standards are integrated and delivered throughout the project.



Proposal development:

- Work closely with the Program Director to conduct rapid needs assessments and feasibility studies to inform proposal development.
- Work closely with the Program Director and the program funding team to develop new proposals ensuring projects are well designed, have coherent Theories of Change and accompanying results frameworks to compellingly demonstrate expected impact.
- Ensure all new projects have quality baseline studies with benchmarks that make it possible to track project performance.
- Ensure all new projects feed into the Country Strategic Objectives and complement existing projects building on gains achieved and incorporating lessons from past implementation.
- Gather and collate evidence to inform program strategy and design.

Program internal reporting:

- Manage the reporting calendar and work closely with the funding team to ensure the submission of quality reports is seamless.
- Ensure that the organisation delivers on all internal M&E requirements in emergency and development programs promptly and with high quality information.
- Develop and update standard monitoring, reporting and learning tools and build the capacity of program team to administer the tools
- Ensure the Senior Management team is aware of the feedback log management and issues that need to be escalated for their action are done so and responded to effectively.

Knowledge management and learning across the South Sudan Program:

- Build an in-country evidence base across sectors of interest for Tearfund Programme teams.
- Ensure that program data is disseminated widely across the organisation and used for program adaptation and decision-making.
- Liaise with other DMEAL focal points in the Region by participating in the DMEAL Community of Practice to share South Sudan's experiences and ensuring good practice from other countries is tested/adapted/replicated in South Sudan.
- Establish mechanisms to promote cross learning between project partner teams and across other similar projects in the region.
- Build network and partnerships with external researchers, evaluators, agencies, networks and organisations relevant to Tearfund South Sudan's programming
- Communicate top level learning / analysis reports and monitoring data to ensure that management can make informed decisions on a timely basis to scale up and face operational challenges.
- Ensure consistent filing structure on Google Drive for all DMEAL related documents and tools.

External Reporting and Representation:

- Ensures external accountability to donors through the implementation of timely and quality DMEAL activities leading to timely and accurate reporting.
- Ensure that high quality analysis reports illustrate Tearfund's impact, including evidence of good practice and replicable programmes, and that they are communicated at appropriate events.
- Review and update the reporting process map across all program locations

Project risk management :

- Develop and periodically update the Project Risk Register ensuring smooth risk mitigation/management.
- Ensure project monitoring data informs the update of the Risk Register and ensures the Senior Management team is updated on the key risks.
- Support the partners to conduct periodic risk assessments and prepare appropriate mitigation measures.


Staff management and development:

- Manage the DMEAL team to ensure that the DMEAL system operates effectively, and that there are clear links and reporting lines between field and CO level, the field bases .
- Support the DMEAL staff and partner teams with DMEAL support on specific projects, providing management oversight on progress and problem-solving in case of challenges.
- Manage the performance of direct reports in the DMEAL unit through performance management, coaching, mentoring, training and development.



Part 2 – Person specification

Job title: Design, Monitoring, Evaluation, Accountability, and Learning (MEAL) Manager

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Bachelor’s degree in Program Management, Monitoring & Evaluation, Statistics, Development Economics or related discipline. • Fluency in English, both verbal and written. 	<ul style="list-style-type: none"> • Master’s degree in Program Management, Monitoring & Evaluation, Statistics, Development Economics or related discipline. • Certification in Monitoring and Evaluation
Experience	<ul style="list-style-type: none"> • Proven 5 years extensive hands-on experience managing complex data analysis and DMEAL in both emergency and development contexts, preferably in more than one of these sectors – WASH, Health, Nutrition, DRR, Protection/GBV and FSL • Excellent interpersonal and communication skills including influencing, negotiation and coaching. • Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures • Strong results orientation, with the ability to challenge existing mindsets. 	<ul style="list-style-type: none"> • Previous deployments in complex conflict situations. • Previous experience in South Sudan. • Remote management/contingency planning.
Skills/Abilities	<ul style="list-style-type: none"> • Holds self-accountability for making decisions, managing resources efficiently. • Meets deadlines • Holds the team and partners accountable to deliver on their responsibilities. • Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same. • Future orientated, thinks strategically. • Builds and maintains effective relationships with colleagues. • Honest, encourages openness and transparency. • Exceptional ability to analyse data and translate it into relevant information for project actors using complex excel based formulas, pivot tables, graphs/charts, etc 	



Tearfund Juba, South Sudan Office
 12 JUN 2023
 Sign:.....
 P. O. Box 11, Juba

	<ul style="list-style-type: none"> • Ability to design and manage research and evaluations including setting research and evaluation objectives and expected outcomes, define key deliverables and aligning them to strategic objectives. • Ability to identify information needs and evidence gaps and integrate evidence from a variety of sources. • Mastery of mobile data collection tools and methods e.g. ODK, CommCare, Kobo Collect, SurveyCTO as well as high proficiency with MS Excel, SPSS, STATA, Epi Info, etc • Excellent written and verbal communication skills in English. • Ability to collate, analyse and report data in a clear, and coherent manner. • Ability to work with children or vulnerable people in an appropriate and safe manner in accordance with the Tearfund Safeguarding policies. • Ability to live in remote, difficult locations for periods of time. 	
Personal Qualities	<ul style="list-style-type: none"> • Committed Christian with a personal relationship with God • Committed to Tearfund's Mission, Values and Beliefs • Committed Christian, emotionally and spiritually mature. • Strength of character that can persevere with initiatives and prove their appropriateness and potential despite pressure otherwise. 	
OTHER COMMENTS: <ul style="list-style-type: none"> • Regular travel within the country is a requirement • All roles require a DBS/Police check • Tearfund is a member of the <u>SCHR Misconduct Disclosure Scheme</u> • Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure 		



If you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office or find attached with the advert, Located in **Juba** detailing your experience for the post and include your daytime telephone contact. Applications online can be submitted to southsudan-recruitment@tearfund.org The subject matter of your email should be the title of the job you are applying for.

Closing date for receiving applications is **7th July 2023 at 5:00pm.**

NB:

- **Applications once received are not returnable**
- **Female Candidates are encouraged to Apply**
- **Due to the urgency of the position,**
- **Applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications.**
- **Only short-listed candidates will be notified.**

