



CARE South Sudan

SOUTH SUDAN COUNTRY OFFICE:

CARE is a humanitarian and development non-governmental organization committed to working with poor women, men, boys, girls, communities, and institutions to have a significant impact on the underlying causes of poverty. CARE seeks to contribute to economic and social transformation, unleashing the power of the most vulnerable women and girls.

CARE's operations in South Sudan dates back to the early 1970s, focusing on emergency and disaster relief to the conflict affected populations. Currently, CARE South Sudan works in the six States of; Unity, Jonglei, East Equatorial, Western Bahr el Ghazel, Central Equatorial States in addition to Greater Pibor and Ruweng Special Administrative Areas, addressing both humanitarian and recovery and development needs. CARE South Sudan program areas include Gender and Protection, Food Security and Livelihoods, Nutrition and Health, and Partnership and Advocacy focusing on WPS agenda.

CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

CARE South Sudan is therefore, looking for suitable candidate to fill the position of **MEAL Manager**, to be based in **Juba (1 Position)**.

TITLE:	Monitoring Evaluation, Accountability and Learning (MEAL) Manager
SECTOR:	Gender and Protection-Women Peace and Security
TEAM:	Program Development and quality (PDQ)
LOCATION:	Juba-South Sudan
TYPE:	South Sudanese Nationals
POSITION OPEN DATE:	TBD
CLOSING DATE:	TBD
CONTRACT DURATION:	1 Year

PURPOSE AND SUMMARY OF POSITION:

The job holder will work closely with the MEAL Coordinator to lead effective monitoring, implementation, evaluation and learning of partnerships and advocacy projects including the Women Voice and Leadership, Women Leadership Advocacy Initiatives and upcoming WPS, partnerships and advocacy programs in line with CARE's country strategy. The MEAL Manager will ensure that objective evaluations are managed to assess programs relevance, effectiveness, efficiency, impact and sustainability of results and that evaluations are carried out in a credible and systematic manner with lessons and recommendations used for programme and project design.





Under the supervision of the MEAL Coordinator, the post holder will ensure timely review, analysis and tracking of results and implementation of MEAL activities in compliance with MEAL requirements. She/he will actively participate in regular program donor report writing through analysis of data from partners for inclusion into the reports. He/she plays an important role in quality assurance and reporting to donors. This position holder will also work closely with the relevant program team members in the Juba and field offices.

KEY AREAS OF ACCOUNTABILITY:

Program design and proposal writing:

- Provide support for technical leads during concept note and proposal design stage for WPS advocacy projects specifically designing theories of change and logical frameworks with defined indicators to facilitate the monitoring and evaluation at the later stages.
- Support the development of project proposals, particularly performance monitoring plans and M&E frameworks in proposals.
- Provide evaluation feedback into programme design, including comments on various documents and regularly monitor project risks.

Projects monitoring:

- Ensure quality assurance and monitoring systems are innovative in conducting monitoring and tracking results that meet the requirements of the context and project.
- Lead third party monitoring and facilitates evaluation of advocacy projects
- Establish a mechanism for data collection tools (quantitative and qualitative) and reporting to ensure all monitoring results are met, including field monitoring.
- Provide support to the programme team and partners on ways to improve performance management of projects.
- Submit regular report to relevant project Manager on any anticipated project implementation issues, risks, implementation status, and any emerging opportunities and threats to the project implementation.
- Document success stories, achievements and all activity reports.

Capacity building of partners

- Build the capacity of partners on MEAL related activities through mentoring partners organizational staff.
- Participate in capacity assessment of new sub grantees and partners
- Lead analysis of capacity assessment report and compilation of capacity building plans for partners
- Perform capacity building for sub grantees on M&E as per the agreed Capacity building plan.
- Review project reports submitted by partners
- Review partners project reports and verify the completeness of the data submitted.
- Participate in the compliance meetings – on the quarterly basis and as and when needed – to deliberate and make decisions pertaining to partners.

Evaluation and research:

- Support evaluation missions for projects, sectoral and thematic evaluations, including desk evaluations/studies on selected sectors/themes.
- Follow up on implementation of evaluation recommendations; ensuring the optimal use of evaluations by providing guidance in preparation of timely management response to all mandatory evaluations and by developing a communication plan.
- Support design, plan and carry out data collection, evaluation, analysis, compilation and dissemination of statistical data.





- Assess indicators and systems to measure results and impact of CARE activities and processes to produce evidence-based reports.
- Participate in evaluation of consultants

Accountability and reporting:

- Assist Project Managers to conceptualize, write, and consolidate progress reports, as well as briefing documents and other publications relating to CARE implementation.
- Ensure quality of all reports and edit them appropriately for onward approval for dissemination.
- Assist the country office in rolling out its accountability mechanism, including preparations of tools for feedback and complaint collecting and recording from partners.
- Contribute to donor report through generating and analysis of data and information
- Document and follow up on feedback and complaints in close coordination with Programs heads.

Learning/ Knowledge sharing and training:

- Support learning through sharing information and success stories with partners.
- Identify and formulate evaluation findings and studies/research, lessons learned and recommendations to be integrated into broader knowledge management efforts and draft them for wider dissemination.
- Organize and conduct of results-oriented monitoring and evaluation trainings (including quantitative and qualitative data collection methods) for partners where relevant.
- Participate in "communities of practice" to remain abreast of latest development and professional norms, standards, tools and methodologies and disseminating
- Work with the project manager, team and partners in the preparation and dissemination of high quality reports and program documentation/learning peer organizations, government agencies, and donors.
- Use the M&E data generated from the program, support the Communications and Advocacy coordinator to deliver on evidenced-based influencing and communications.
- Support project staff in developing strong organizational relationships with partner organizations within the Women Voices and Leadership Project in South Sudan.
- Share project lesson best practices with project staffs and partners.
- Participate in country program activities, e.g. the preparation of annual implementation plans, mid-term reviews, learning workshops.
- Support in revising of data collection tools and reporting templates as needed to reflect the continually changing reporting requirements.

Qualifications:

- Relevant Bachelor's Degree in Public Policy, International Development, Gender Studies, Development studies, or any other related course with a component of statistical analysis is preferred.
- Master's degree will be added advantage
- Minimum of 5 years working experience and demonstrated practical skills in M&E of governance, advocacy and partnerships.
- Strong qualitative research, policy analysis and writing skills is required.
- Previous experience with, DHIS, NIS, ENA and Epi Info, SPSS and Excel will be added advantage.
- Previous experience supporting gender and protection related programming is an added advantage





- Strong knowledge of and experience of with a range of M&E tools and techniques for data analysis including an ability to develop an effective to measure progress against targets of advocacy and governance projects.
- Proven report analytical and writing skills in English (required) and at least a basic understanding of statistical analysis
- Strong interpersonal skills and ability to work effectively and independently within a multi-cultural team with differing areas of expertise.
- Excellent analytical and writing skills in English, knowledge of Arabic will be an added advantage
- Enthusiastic, flexible and with the ability to work long hours in sometimes remote and/or insecure contexts to meet the needs of the program.

Desirable Skills and Experience

- Knowledge and understanding of gender and gender equality, community-driven leadership and governance.
- Good coordination, communication and community facilitation skills
- Ability to work under tied deadlines and to share relevant information
- Influencing and negotiation skills, with a demonstrated capacity to balance flexibility and tenacity
- Good information management skills
- Good written and verbal communication skills in English,
- Flexible work attitude to manage multiple priorities
- Respecting and valuing diversity
- Must be comfortable with significant travel to various field locations.
- Female candidates are strongly encouraged to apply

HOW TO APPLY

The position will be based in Juba Head Office. This position is **ONLY** open to South Sudanese Nationals.

Opening Date **26th May, 2021** and Closing date CARE South Sudan receiving application will be **15th June, 2021**.

Applications and CVs should be delivered to: jobs.southsudan@care.org or Hand delivery to: CARE Office NPA Building 3rd floor, Martyrs Street.

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply

