



**BACKGROUND: -**

TITI Foundation is a national non-governmental organization (NNGO) formed by a group of south Sudanese professionals, from varied educational background and experiences. TITI is an abbreviation of “TOGETHER IN TRANSFORMATIONAL INITIATIVES”- promoting progress, peace and prosperity. The organization is registered (with the South Sudan Relief and Rehabilitation Commission (SSRRC), registration number 519 under chapter 3, section 10 of the 2013 South Sudan NGO Act We have been active in South Sudan since 2016 and are committed to the safety and protection of children rights from intentional and unintentional harm. To date, we continue to offer responses for returnees, internally displaced persons (IDPs) and the host communities in need of assistance to obtain durable solutions, addressing their food security, livelihood, education, water, hygiene and sanitation, peace building and conflict mitigation and nutrition needs.

<b>Job Description</b>	Monitoring and Evaluation intern
<b>Employer</b>	TITI Foundation (TF)
<b>Position Reports to</b>	Programs manager
<b>Duration</b>	Three Months
<b>Date</b>	02.05.2024
<b>Closing Date</b>	22.05.2024

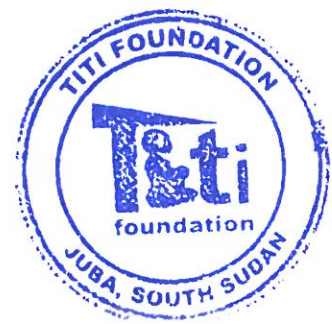
To assist Monitoring and Evaluation Manager in day to day routine activities, reporting, data accuracy check, updating logical frame work and other M&E related tasks and activities when and as assigned and necessary

**Duties and Responsibilities;**

- Participate in developing and implementing the Country Programme result based M&E plan to generate regular information related to the progress of the program implementation.
- Participate in designing data collection tools, templates, and assist in regular data collection or generation process.
- Provide support to the M & E specialist in his technical assistance to project staff on implementing the M&E plan.
- Participate in data collection and analysis to determine progress achieved.

**Project Information Management**

- Assist in tracking the project's output and outcome level results on the periodic basis in close coordination with the project's implementing team as well as with Implementing Partners (IPs).
- Support data collection, verification and compilation from the field as stipulated in the M&E plan.
- Review and compile monitoring reports, project progress reports, evaluation reports, photographs, case studies video documentaries, PowerPoint presentations, etc.



- Update and maintain the project database.

### **M&E Development Support**

- Support the M&E in providing technical support to staff members for all M&E related activities including training of staff members on M&E concepts, skills, and tools.
- Assist the M&E to build the capacities of the implementing partners for enhancing skills and knowledge for proper and quality data collection and reporting.
- Contribute to design TOR, training materials, communication materials, and knowledge products related to the program/project and M&E System.

### **Quality Assurance**

- Assist in reviewing field-level assessment reports, baseline studies, and evaluation reports.
- Support the M&E to ensure that reports from partners/consultants are complete and meet the UNDP's standards and quality requirements.
- Assist in the quality assessments of project design, implementation, and closure based on UNDP's corporate quality assurance standards.

### **Reporting and Documentation**

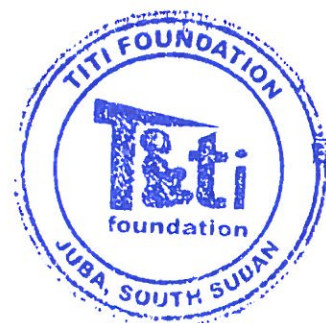
- Consolidate Country Programme quarterly progress reports and submit them to the supervisor.
- Work with the project team to prepare periodic reports of the project by providing M&E related information.
- Work with the Knowledge Management and Communication Specialists to collect and/or assist to collect case stories, best practice documentation, lesson learn; and update and manage that information in project's reports and other knowledge products.
- Support Programme and Project Managers to ensure that lessons learned from the Country Office evaluations are documented properly in the corporate databases.
- Contribute to developing and managing knowledge products (knowledge management) of the project.

### **General responsibility:**

- Participate in virtual internal and external monitoring through assisting in organizing and facilitating various events such as meetings, workshops, conferences, and seminars.
- Work closely with the project team and relevant stakeholders for monitoring and evaluation of project interventions.
- Carry out other duties and responsibilities related to M&E as assigned by the supervisor

### **Job requirement**

- Bachelor degree in Social Sciences / Computer Sciences, Business Administration or other related field.
- Ability to develop and manage professional relations, with outstanding interpersonal and coordination skills
- Excellent oral and written communication in English





- Proven planning and organizational skills.
- Strong conceptual and analytical skills.
- Result-oriented and able to deliver within deadlines.
- Willing to work overtime, holidays and weekends as requested by IWA management.
- Knowledge on writing reports, and designing tools for data collection, analysis and production of reports;
- Good interpersonal, communications, and facilitation skills.
- Knowledge of managing databases.
- Analytical knowledge including knowledge of Microsoft applications.

### **Confidentiality**

Ensuring the non-disclosure of any information whatsoever relating to the practices and business of TF acquired in the course of duty or outside duty, to any other person or organization without authority.

### **Professional standards**

The TF and TF workers must adhere to the values and principles outlined in TF way-standards for professional conduct. These are integrity, service and accountability. In accordance with these values, the TF operates and enforces policies on beneficiary protection from exploitation and Abuse, child safeguarding, anti-workplace harassment, fiscal integrity and anti-retaliation, combating trafficking in persons and several others.

### **Safeguarding policy**

TITI Foundation has zero tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors and implementing partners. Safeguarding at TF is an integral to the organization values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation abuse, and harassment of any person linked to the program by both its employees and downstream partner.

### **Commitment on Protection from Sexual Exploitation and Abuse**

The employee commits to adhere to the zero-tolerance policy of TITI foundation towards sexual exploitation and abuse and to take all necessary measures to ensure this policy is maintained and promoted. The employee commits to support all the efforts of the organization to prevent and respond to SEA allegations, in particular: Adhere to the TITI Foundation's code of conduct, prohibiting SEA, Mandatory reporting of any SEA situation the employee should become aware of the mandatory participation to all trainings and sessions on SEA organized and facilitated by TITI Foundation. The mandatory participation in good faith in any investigations or audit undertaken by the TITI Foundation following the reporting of a SEA allegation.

### **Equal opportunity employer**

TF has an equal opportunity employer, considers all applicants on the basis of merit without regard to race, sex, nation, origin, religion sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.



### **How to apply**

Application should include updated Curriculum Vitae (CV), National ID, cover letter and Academic documents and submit to email address [titifoundationss@gmail.com](mailto:titifoundationss@gmail.com) or Hand delivered to TITI Foundation office, are located behind a blue flag along rock city road opposite Jehovah Witness, Nyakuron West.

*only Shortlisted candidate will be contacted and attach photocopies, remember no return of the any documents.*

*The successful candidate will be subjected to a thorough background check and satisfactory references.*

*Female applicants are highly encouraged to apply.*