



FARM STEW SOUTH SUDAN  
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### Vacancy Announcement

**Job Title:** MONITORING AND EVALUATIONS OFFICER

**Qualifications:** Bachelor's Degree in Statistics, Mathematics, or Social Sciences

**Experience:** At least 3 years in M&E positions, preferably in humanitarian agencies

**Contract type** Fixed with the possibility of extension depending on funding availability

**Job Location:** Juba, South Sudan

**Direct Supervisor:** Executive Director

**Advertising closing deadline** January 30, 2023

**Employment start date** February 1, 2023

### Background

FARM STEW South Sudan is a registered National NGO working in South Sudan since 2018. It is part of an international network partnered with FARM STEW International headquarters in the United States. FARM STEW South Sudan (FS-SS) began its operations in December 2018 with funding from the Swiss Agency for Development and Cooperation. FARM STEW International is an active partner operating from a small but generous donation base in the United States.

FS-SS's mission is to improve the health and well-being of poor families and vulnerable people by sharing the recipe for abundant life throughout the world. FARM STEW trains local leaders in holistic community development with 8 "ingredients" in a "recipe" for a healthy lifestyle. It's an acronym standing for organic, sustainable Farming, Positive Attitude, Rest, whole foods, plant-based Meals, Sanitation & Hygiene, Temperance, small business Enterprise, and Clean Water.

FS-SS believes in the words of Jesus, "I have come that they may have life and have it more abundantly" It is a Christian organization that serves all people inspired by the love and compassion of Christ. Training and resources are never conditioned upon another person's religion or response to faith issues. All the communities will be treated with respect and All individuals and communities are treated with respect and served without discrimination.





FARM STEW South Sudan is looking for a suitable candidate to fill the position of **M&E officer** to be based in Juba with some trips to the field.

### **Job Summary:**

The M&E Officer will assist in the programs' overall project monitoring and evaluation cycle. Will manage all data-related project activities and support field staff who collect primary data. S/he will ensure that quality data and information is collected and disseminated. S/he will develop full-fledged monitoring and evaluation strategy, programs, and plans to monitor and evaluate the progress of FSSS projects. S/he will develop project quantitative and qualitative data collection tools in addition to the sales force and kobo toolbox currently used by FSSS. The M & M&E Manager will oversee the initial raw data collection and supervise data validity and quality analysis. S/he will develop trainers' capacity to collect relevant, consistent, systematic, and clean data valid for donor and organization use.

S/he will develop M&E standard procedures and strategic priorities to improve the M&E system in line with the FSSS training programs and promote programmatic learning to enhance the quality of programs.

### **Duties & Responsibilities:**

#### **Program responsibilities**

1. Assist in proposal development and key indicators and targets for each project component/objective.
2. Provide technical support during project M&E planning, including guidance on developing the Results Framework, Indicator Tracking Table (ITT), and methodologies and M&E tools
3. Coordinate with the training coordinator and Project Managers to orient all-new project staff to FS-SS-donor agreements, log frames, and reporting requirements.
4. Assist in determining information needs for project management, implementing partners, primary stakeholders, cooperating institutions, and funding agencies.
5. According to the set work plan, conduct routine field visits in coordination with the training coordinator and field coordinators.
6. Submit trip reports highlighting findings and recommendations to the field coordinators, training coordinator, and the Executive Director
7. Maintain an overview/calendar of planned M&E-related activities, which include baselines, mid-term, online surveys, research activities, and evaluations) which will take place in a project.
8. Offer support to consultants and research partners in conducting assigned assessments and evaluations/activities. E.g., KII interviews, FGDs, and Surveys.
9. Review of assessment, evaluation design and data collection methodology, tools, data quality assurance, data analysis, involvement of stakeholders, and dissemination plan
10. Assist in collecting, reviewing, analyzing, and editing progress reports prepared by project staff for submission to partner offices, donors, and appropriate ministries, according to required reporting forms and set deadlines.
11. Assist in providing constructive feedback to field coordinators, training coordinators, project managers, and executive directors on reports, including Score Cards for improvement on reporting.
12. Assist in preparing Terms of Reference for consultants, design and costing out for surveys, reviews, and assessments for the various projects. Then also participate in those events providing assistance and support to consultants.
13. Develop Complaints Response Mechanism (CRM) tools to ensure accessibility by beneficiaries and stakeholders



14. Support Program teams in the identification and documentation of lessons learned and best practices
15. Facilitate dissemination of assessment and M&E findings to stakeholders via preparation of learning/M&E briefs, fact sheets, and presentations

#### Capacity building:

16. Identify M&E capacity development needs of project staff, and provide tailor-made, practical training to the project team based on capacity needs assessment
17. Ensure that all M&E units, project team members, and implementing partners' staff understand and know how to use M&E tools. This is to be achieved through intensive, direct on-job-training with a focus on the practical application of M&E tools
18. Formulate organization M&E annual plan

#### Performance Indicators:

1. Meet at least 80% of the M&E Department Workplan indicators are achieved.
2. Conduct at least 80% of planned field visits.
3. Submit trip reports within two weeks of return.
4. Each sector possesses a set of standardized data collection tools for fundamental indicators.
5. Coordinate with training coordinator and project managers to ensure timely submission of at least 80% of reports.
6. Each project has an updated tracking tool indicating progress for each indicator.
7. Project reports are using the required formats and include all project objectives and indicators.
8. Project reports are submitted with utmost accuracy.
9. At least 3 training identified and recommended for the field and HQ staff
10. Surveys and assessments are planned and implemented within stipulated timeframes.

#### Other Valued Criteria:

1. Willingness and flexibility to work as the leader of a team.
2. Social and cultural understanding.
3. Computer literate with good working knowledge of word processing, Excel spreadsheets, email, and other data collection and analysis software programs.
4. Ability to research and evaluate new techniques, tools, and procedures.
5. Excellent written and verbal communication and interpersonal skills.
6. Ability to be approachable and provide a listening ear for all staff.
7. Willingness to travel to project sites within South Sudan

#### How to apply:

- Interested Candidates should submit a **Non-refundable** application letter and updated CV together with the names of three professional referees alongside a copy of a nationality ID card to FARM STEW South Sudan country Office located in Hai-Kuwait next to the Ministry of Environment not later than **Monday, January 30, 2023**, or email it to [recruitmentfsss@farmstew.org](mailto:recruitmentfsss@farmstew.org)
- The position is open only to South Sudanese nationals.
- Applications submitted after the closing date will not be accepted. Due to the urgency of the position, the interview will be done on a rolling basis.

**NB: female candidates are highly encouraged to apply**