

# JOB DESCRIPTION

## Preliminary job information

<b>Job Title</b>	<b>DEPUTY HEAD OF MISSION</b>
<b>Country &amp; Base of posting</b>	<b>OCCUPIED PALESTINIAN TERRITORY RAMALLAH – WEST BANK</b>
<b>Reports to</b>	Head of Mission
<b>Creation / Replacement</b>	Replacement
<b>Duration of Handover/Induction</b>	2 weeks
<b>Duration of Mission</b>	12 months

## General Information on the Mission

### Context

**Première Urgence Internationale (PUI)** is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilian victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by answering their fundamental needs. Our aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. PUI relies on 30 years of field experience in 50 countries in crisis, as well as on the complementarity of its medical and non-medical expertise, to adapt its programs to each context and to the real needs of the most vulnerable populations.

The association leads in average 180 projects each year in the sectors of food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is currently providing assistance to about 4 million people in 21 countries in Africa, Asia, the Middle East, Eastern Europe, Caucasus and France.

Since 1967, occupation and political stagnation have directly affected the socio-economic situation of the Palestinian population in the West Bank. The movement restrictions policy is severely limiting Palestinians' access to essential services and markets, and leading to serious and negative impact upon all aspects of their lives, and mainly their livelihoods. The Oslo agreement in 1993 created some hope to bring peace to the region but it quickly showed impossible to achieve for a number of reasons. In 2000, following a visit of Israeli Prime Minister, Ariel Sharon, on Aram al Sharif, the second Intifada started putting the Palestinian population under heavy pressure. In 2006, following elections won by Hamas but not accepted by the international community and Fatah, Hamas and Fatah clashed in the West Bank and Gaza which resulted in a substantial division of the Palestinian society. A civil war occurred in Gaza for a few days following which Fatah leader in Gaza had to escape the strip. Hamas took over the Gaza strip becoming the de facto authority in charge of that part of Palestine while the PA controls the West Bank.

Since then, three wars between Hamas and Israel occurred (2008-9, 2012 and 2014), the latest – Protective Edge Operation - being the most devastating one with about 2,500 persons killed on the Palestinian side (while about 70 persons were killed on the Israeli side) and more than 18,500 houses destroyed in the Gaza strip generating 100,000 IDPs. As of today, reconstruction hardly started due to political issues mainly including disagreement between PA and Hamas over the reconstruction.

The main features of the Israeli occupation remain in place since 2000 and consequently the humanitarian needs in the oPt have not fundamentally changed for the last decade. Israel continues to impose a blockade on Gaza, amounting to collective punishment of the population and affecting every aspect of life in the Gaza Strip. Livelihoods remained severely constrained by policies that restricted access to the areas with the most viable agricultural and fishing prospects. Access restriction, blockade and the internal divisions result in a limited access to essential services and entrenched levels of food insecurity faced by many Gazans in their day-to-day lives. On the other hand, the WB faces development issues (some people peak about “de-development”) and an increased pressure on the communities in Area C of the West Bank - rise in demolitions, settlers' violence, no easing on movement restrictions and no progress on the planning and zoning regime. Bedouin and herder communities in particular are affected. East-

Jerusalem is also deeply affected by demolitions and restrictions of movement.

## **PUI's strategy/position in the country**

As of today, the oPt mission is recognized in the following areas of work:

- emergency and emergency preparedness in Access Restricted Area (Gaza)
- settler violence and area C activities (WB)
- economic recovery development (WB and Gaza)

PUI will keep the same positioning in the three years to come (i.e. having protection at the heart of most of our activities) but will also need to look at opening up to new areas of work such as WASH and Health (Gaza), sustainable development (WB and Gaza to some extent) in order to provide and integrated support to our beneficiaries.

## **History of the mission and current programs**

PUI is present in the occupied Palestinian territory (oPt) since 2002, right after the start of the second intifada.

PUI has mainly conducted an emergency economic recovery program through distribution of emergency kits, professional kits, short term employment creation, and rehabilitation of agricultural land. In 2009, PUI has also developed a program aiming to ease the access to potable water and sanitation facilities.

Since 2002, and through continuous projects and activities, PUI has been successfully providing emergency humanitarian aid to vulnerable communities through income generating activities (i.e. distribution of professional tools kits), food assistance (i.e. emergency jobs creation, distribution of livestock kits or support to small-scale farmers, food distribution) and Water and Sanitation projects (water network construction and chlorination awareness campaigns).

Starting from 2009, PUI has developed its intervention from providing emergency humanitarian aid to supporting livelihoods and improving living conditions through a food-security approach that is implemented through 3 sectors of intervention: cash for work, Agriculture and WASH (Water, Sanitation and Hygiene).

Since 2012, PUI has defined the following strategic priorities according to the needs and the scenarios of evolution foreseen.

### **1. Protection**

Since 2012 PUI undertakes a protection approach in its humanitarian programs that focuses on protecting livelihoods and securing economic access to food in communities where populations are directly exposed to violations of International Human Rights Law (IHRL) and International Humanitarian Law (IHL), and at-risk of forced displacement. PUI's Protection projects include: support to farmers whose lands are under access restrictions; WASH assistance; reporting on settlers' violence and providing protective response to households and communities to mitigate the threats of settlers violence and land confiscation. Areas of intervention have been targeted based on protection criteria such as villages and agricultural lands totally or partially located in Area C, villages close to settlements or to the separation wall and the Access Restricted Area (Gaza).

Finally, PUI supported the Population of Gaza during and after the 51 days war in the 2014 summer through the provision of emergency aid such as: Non Food Items, Food parcels, drinkable water, cash transfer.

Currently, PUI implements one program related to protection through a consortium of INGOs (GVC, ACTED, NRC and ACF-S). The overall consortium provides support to Palestinian populations at risk of forcible transfer (mainly in Area C) and PUI is lead agency for activities related to settlers violence.

### **2. Economic development**

The economic situation in the oPt is very different from one territory to another. Gaza faces a high rate of unemployment and a recent report by IMF speaks about the "de-development" of Gaza. In the WB, the economic situation is better even though the limitation of movements of people and goods impacts negatively the economic growth. Since 2013, PUI is implementing a *Women Socio-Economic Empowerment* project program which contributes to the promotion and access of women in the formal labor market and reduce discrimination against women. In Gaza, PUI intends to develop a *Women Economic Empowerment* program aiming at creating new businesses in the clothing industry (i.e. wedding dresses) as it is one of the very few markets still dynamic in Gaza. Another idea for the coming period is to develop a strong agricultural program in the WB (and potentially in Gaza) linking protection, economic development and sustainable agriculture.

### **3. Cross cutting issues**

#### **3.1. Advocacy**

Within a politically protracted crisis where all humanitarian needs are related to the political situation and

humanitarian/developmental support a way used by authorities to maintain the situation by easing the life of people under occupation, advocacy represents a key sector of intervention. Advocacy has to be the cornerstone of our intervention, and all activities led on the ground have to be motivated by protection entry point so they can serve for political leverage. A major proportion of agencies in the oPt do advocacy, majorly under the umbrella of AIDA that is drafting common message to be spread at political level (diplomats, governments, local authorities). Advocacy is a major expectation from many donors in the Opt. The overall advocacy strategy of agencies is large, but is addressing IHL and IHRL violations in both the West Bank and Gaza, and aims at pushing for outside pressure on Israel to change its attitude on the ground.

### 3.2. Emergency preparedness

After experiencing 3 wars in Gaza (2009, 2012 and 2014), PUI has developed a strong capacity to respond to emergency in the strip, by quickly deploying NFI or food distribution, cash injection and so on. Nevertheless, a constant and precise exercise on contingency planning and emergency preparedness has to be observed, in order to keep the highest coordination level possible with acting bodies, and answer needs in the most appropriate way when occurring. When emergency happens it is already too late and PUI, together with key agencies working in Gaza strip, should set-up and regularly revise its contingency planning (prepositioned stocks, fuel, contacts with suppliers...).

### 3.3. Gender

Palestinian women are subject to two major specific issues: their particular vulnerability to restrictions, with even less chance than men to find a job in front of lack of opportunities, and the traditional position of women in the Palestinian culture which has to follow men's decision on many aspects. In a broader way, reinforcing the participation of women in all aspects of the society's life must be integrated in projects and even be the core of some programs. If cultural change is fast and strong in Palestine as in many countries in the Middle East, such evolution is slower in rural areas than in more modern city centres.

## Configuration of the mission

<b>BUDGET FORECAST 2016</b>	± 2.5 M€ (ESTIMATED)
<b>BASES</b>	3: RAMALLAH (coordination office), NABLUS, GAZA
<b>NUMBER OF EXPATRIATES</b>	5
<b>NUMBER OF NATIONAL STAFF</b>	33
<b>NUMBER OF CURRENT PROJECTS</b>	5
<b>MAIN PARTNERS</b>	EuropeAid, AFD, ECHO, OCHA, Muslim Care
<b>ACTIVITY SECTORS</b>	Protection, Livelihood, Advocacy, Emergency Response, Economy Recovery.
<b>EXPATRIATE TEAM ON-SITE</b>	1 Head of Mission, 1 Deputy Head of Mission, 1 Advocacy Officer, 1 Gaza Field Coordinator, 1 West Bank Field Coordinator.

## Job Description

### Overall description

As Head of the Quality Department, the DHoM's main objective is to ensure the accountability of PUI's programs in the oPt. The DHoM is expected to contribute to the quality assurance of program implementation across all grants.

The DHoM is responsible for cross-cutting programmatic information management, sound design of and overseeing assessments, monitoring and evaluation, and ensuring that information collected is reflected upon, used to improve ongoing projects, and is incorporated into consistently high quality grant proposals and reports. She/he must ensure that policies, systems and staff are continuously and accurately working in coordinated manner in order to ensure that a coherent and comprehensive program is designed and implemented, lessons are learnt and experiences shared across the various sectors and program teams.

Working under the supervision of the Head of Mission and in close collaboration with the Field Coordinators, she/he will be responsible for developing a global Quality Management Policy, coordinating, computerizing, maintaining and constantly improving the M&E system, ensuring that grant proposals, donors' reports and internal reports are timely and of a high quality, stimulating a constant learning and capacity building process specifically to strengthen national staff capacities.

Finally, she/he will be a key player in the strategy elaboration upon the Head of Mission leadership and in collaboration with the Field Coordinators, both on programmatic and organizational aspects.

She/he will directly manage a team of monitoring and evaluation officers/managers and collaborate closely with the Field Coordinators.

## Specific objectives and fields of responsibility

- ☐ She/he develops and monitors the quality process on the mission (including Assessment, Monitoring, Evaluation and Learning process).
- ☐ She/he coordinates the writing of grant proposals and any kind of narrative reports (intermediate & final reports, assessment reports, impact evaluation report etc.).
- ☐ She/he contributes to the development/review of the Mission's strategy.
- ☐ She/he represent PUI in a number of foras.

## Specific objectives and linked activities

### 1. DEVELOPING AND MONITORING THE QUALITY PROCESS

- ☐ In close collaboration with the HoM and the 2 Field Coordinators, she/he leads the roll-out of the programming strategy of PUI in oPt:
  - Write and propose Terms of Reference for all field assessment initiatives
  - Supervise the Assessment implementation & data analysis
  - Supervise the writing of the Assessment report
- ☐ She/he evaluates the relevancy of the indicators of results and impact for each project (cf. Performance Indicators Reference Sheet), eventually propose new ones, and ensure their implementation by specifically defining a Monitoring Plan detailing the process of monitoring of each source of verification (baseline, follow up, survey, study, etc...).
- ☐ She/he provides a constant methodological support to the Field Coordinators to develop and implement any kind of tools of follow up: Protection Guidelines, Gantt Chart, Activities Progress Follow up, etc.
- ☐ She/he is specifically responsible for defining, supervising and/or implementing the beneficiaries selection process in close collaboration with the Field Coordinators, as well as the ECHO partners and the relevant sectors.
- ☐ She/he defines and implements, in close collaboration with the Field Coordinators, an impact survey and a lessons learned process at the end of each round/activity/component of the projects.
- ☐ She/he follows the development of the M&E software as per the needs in order to contribute to the improvement of the data collection & analysis in addition to strengthening its use at the different stages of the project cycle.
- ☐ She/he ensures regular training sessions about quality management & M&E process to the local partner and PUI staffs.
- ☐ She/he supervises the production of maps (created by a GIS/IT Senior Officer) related to PUI areas of intervention, and the type of activities implemented; mapping of settlers incidents in WB, etc.
- ☐ She/he may be asked upon request to provide reports on other matters related to improving the mission's quality.

### 2. COORDINATING AND SUPPORTING GRANT PROPOSALS WRITING AND ALL KIND OF INTERNAL AND EXTERNAL REPORTS RELATED TO PROGRAMS

- ☐ She/he coordinates with HQ Program Officer any project strategy (logframe) based on field analysis from the Field Coordinators and Head of Mission.
- ☐ She/he timely coordinates with the Field Coordinators and the Program Officer in HQ the **writing process of the grant proposals and the donors' reports** (intermediate and final), according to the programming and the funding plan. She/he especially ensures the consistency/relevancy of all information and figures provided, the wording, the phrasing, the architecture of the logical framework and the rational link between results-indicators-sources of verification.
- ☐ In close collaboration with the Field Coordinators, she/he supervises the production of all the required annexes to be sent with the reports to the donors.

### 3. CONTRIBUTING TO THE MISSION'S STRATEGY DEVELOPMENT

- ☐ She/he is involved in the definition of the mission's overall strategy.
- ☐ She/he is involved in the definition of the Advocacy strategy.

### 4. REPRESENTING PUI & HoM IN CLUSTERS, MEETINGS, DONORS' FIELD VISITS

- ▣ In coordination with other team member, she/he attends any relevant clusters, partners & donors meetings (i.e. Food Security; Protection; AIDA; ECHO partners; Consortium partners etc.).
- ▣ She/he represents regularly PUI in the Consortium Management Unit (CMU) in coordination with the WB Field Coordinator.
- ▣ She/he ensures the replacement of the Head of Mission in case of absence.
- ▣ She/he supports the HoM and the Field Coordinators in preparing donors field visits.

### Focus on the 3 main expected achievements

- ▶ Contributing to the development of several long term proposals in 2016
- ▶ Strengthening the Assessment & Learning processes of the Mission
- ▶ Developing the Local Partner (WFL) M&E skills

### Team management

She/he supervises a team of 5 staffs (national):

- 1 IT/GIS/MIS Senior Officer
- 3 Monitoring & Evaluation Officers
- 1 Monitoring & Evaluation Manager

## Required Profile

	REQUIRED	DESIRABLE
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>▶ Bachelor's or Master degree in a field related to Project Management, international development and/or business school</li> </ul>	<ul style="list-style-type: none"> <li>▶ Training in Quality process management such as URD (compas dynamique) or SPHERE</li> </ul>
<b>PROFESSIONAL EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▶ At least 2 years' experience in project management / M&amp;E process or a similar position in an international context</li> <li>▶ Experience in working in Arab/muslim countries will be an added value</li> </ul>	
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>▶ Experience in donor requirements and expectations, particularly ECHO, EuropeAid, OCHA</li> <li>▶ Good analytical skills and capacity to present data in a clear &amp; structured manner</li> <li>▶ Good competence in planning and prioritizing multiple tasks</li> <li>▶ Good command in methodology of assessment, evaluation and lessons learned</li> <li>▶ Strong and proven capacity in diplomatically working among an integrated multi-cultural project team</li> </ul>	<ul style="list-style-type: none"> <li>▶ Prior knowledge of the country/region an asset</li> </ul>
<b>LANGUAGES</b>	<ul style="list-style-type: none"> <li>▶ English</li> <li>▶ French</li> <li>▶ Other (to be specified)</li> </ul>	<ul style="list-style-type: none"> <li>▶ Excellent/Good</li> <li>▶ Good</li> <li>▶ Arabic is a plus</li> </ul>
<b>SOFTWARE</b>	<ul style="list-style-type: none"> <li>▶ Pack Office</li> <li>▶ Other (to be specified)</li> </ul>	<ul style="list-style-type: none"> <li>▶ Strong computer skills I, including ability to operate Microsoft Word, Excel (advanced), Power-Point.</li> <li>▶ Mapping (GIS) / Database (Acess, Oracle, etc).</li> </ul>

## Required Personal Characteristics (fitting into the team, suitability for the job and assignment)

- ▶ Demonstrated experience in monitoring and evaluation design, applied survey & research, indicator development
- ▶ Proven capacity for analyzing and synthesizing comprehensive information and technical data
- ▶ Ability to guarantee effective and timely outputs
- ▶ Good communications skills for public presentations
- ▶ Ability to work on own initiative and collaboratively as part of a diverse team and manage a varied workload
- ▶ Self-motivated, flexible and adaptable to the needs of the team and organization
- ▶ Strong commitment to support/develop capacity of national staff and developing second layer of leadership
- ▶ Proven management ability and inter-personal skills – team player
- ▶ Problem solving and leadership skills
- ▶ Strong & objective interest for the Israelo-Palestinian context: initial knowledge about the history of the conflict and the main trends
- ▶ Innovation : capacity to propose new visions, new solutions

## Proposed terms

### Status

- ▶ **EMPLOYED** with a Fixed-Term Contract

### Compensation

- ▶ **MONTHLY GROSS INCOME:** from 2 090 up to 2 420 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

### Benefits

- ▶ **COST COVERED:** Round-trip transportation to and from home / mission, visas, vaccines...
- ▶ **INSURANCE** including medical coverage and complementary healthcare, 24/24 assistance and repatriation
- ▶ **HOUSING** in collective accommodation
- ▶ **DAILY LIVING EXPENSES** (« Per diem ») of 600 Euros
- ▶ **BREAK POLICY** : 5 working days at 3 and 9 months
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months