

## Preliminary job information

<b>Job Title</b>	<b>MONITORING, EVALUATION, LEARNING AND ACCOUNTABILITY COORDINATOR</b>
<b>Country &amp; Base of posting</b>	<b>LEBANON – BEIRUT COORDINATION BASE</b>
<b>Reports to</b>	Deputy Head of Mission for Programmes
<b>Creation / Replacement</b>	Replacement
<b>Duration of Mission</b>	6 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 civilians' 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. The association leads in average 190 projects by year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is providing assistance to around 5 million people in 20 countries – in Africa, Asia, Middle East, Eastern Europe and France.

Since the outbreak of the Syrian crisis in April 2011, according to UN estimations, 6.6 million people have been internally displaced, while 4.8 million refugees have been registered in the neighboring countries as of June 2016. Lebanon is the second host country for Syrian refugees with over 1.049 million refugees registered as of March 2016 for an overall population of less than 4.5 million (representing more than 23% of the population). Prior to this crisis, Lebanon was already hosting half a million Palestinian refugees; the pressure on the Lebanese government and local population is very high.

In April 2015, the United Nations Security Council declared that the international community has to help Lebanon in its efforts to host more than 1 million refugees from neighboring Syria. Since the beginning of March 2015, the government of Lebanon, through the General Security Directorate, is enforcing entry regularization among refugees entering from Syria. The Lebanese government has also asked the UNHCR to temporarily stop the registration process, hence new refugees and new born babies cannot be registered anymore and refugees that arrived after the 5th of January 2015 have been deregistered (around 11,319 individuals).

While Palestinian refugees are settled in camps, there are no official camps for Syrian refugees in Lebanon. On a case by case basis, the government may authorize the establishment of formal tented settlements (FTS). However, Syrian refugees are mainly settled in small shelter units (SSU), collective shelters (CS) or informal settlements (IS). The spillover of the Syrian crisis into Lebanon compounded pre-existing vulnerabilities among the Lebanese society. Refugee populations have in many cases settled in areas inhabited by impoverished and vulnerable Lebanese communities further stretching limited or non-existent sources of income and public services at the local level. This situation will place an increased economic strain on the families, and in addition to the expected decrease in basic assistance due to low funding levels, an escalation in negative coping mechanisms (such as begging, child labor, child marriages, sexual services for food/accommodation, petty crime, etc.) might be witnessed.

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

Since 2012, PUI has been actively involved in the Lebanon emergency response to the Syrian crisis with presence in the North (Akkar), Mount Lebanon and South (Saida) of Lebanon.

In 2016/2017, PUI's strategy in the country is based on two programmatic axes:

- *Humanitarian Assistance Program*: to provide a protection-based humanitarian assistance and services for the most vulnerable refugees and host communities affected by the Syrian crisis;
- *Resilience Program*: to reinforce the self-resilience and resilience of the affected communities through the development and strengthening of community-based structures.

### History of the mission and current programs

Première Urgence Internationale (PUI) is a non-governmental, non-profit and non-religious international aid organization.

PUI's teams are committed to supporting civilian victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by responding to their fundamental needs. Its aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. PUI implements in average more than 200 projects a year, providing assistance to around 4 million people in more than twenty countries – in Africa, Asia, the Middle East and Europe.

Present in the Middle East since 1983, PUI is operational in Lebanon, Syria, Jordan, Iraq (including Kurdistan), the Occupied Palestinian Territory and Yemen.

PUI has been present in Lebanon since 1996, when it launched an emergency response operation following the Lebanese-Israeli conflict and has since maintained a significant commitment to the country. During the last fifteen years, PUI has tackled the needs emerging from conflicts (2001, 2006 and 2007), protracted humanitarian crisis (Palestinian Refugees camps) and chronic underdevelopment (in the South and the North of Lebanon). Since the outbreak of the Syrian crisis in April 2011, and in order to provide life-saving assistance to the most vulnerable conflict-affected population, PUI has developed a response to the refugee crisis.

<b>Configuration of the Mission</b>	
<b>BUDGET FORECAST 2016</b>	12 000 000 EUR
<b>BASES</b>	BEIRUT (COORDINATION AND OPERATIONAL), SOUTH (SAIDA), NORTH/AKKAR (HALBA)
<b>NUMBER OF EXPATRIATES</b>	9
<b>NUMBER OF NATIONAL STAFF</b>	203
<b>NUMBER OF CURRENT GRANTS</b>	9
<b>MAIN PARTNERS</b>	ECHO, UNHCR, UNICEF, WFP, BPRM, EuropeAid, AFD, OCHA
<b>ACTIVITY SECTORS</b>	Psychosocial Support in Schools, Health, WASH, Food Security, Infrastructure, Shelter and CSMC
<b>TEAM ON-SITE</b>	HoM, DHoM, Admin/Fin Co and one assistant, HR Co and one assistant, LogCo and one supervisor, three Technical Coordinators, Grants Officer

<b>Job Description</b>	
<b>Overall objective</b>	
<p>The Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator is responsible for guiding the overall MEAL strategy and implementation or related activities within projects while providing timely and relevant information to stakeholders. The MEAL coordinator will support PUI's operational and technical staff in ensuring the accountability of PUI's programme in Lebanon by developing the appropriate MEAL strategies and protocols for each project/specific technical sector. He/she will provide technical MEAL guidance and leadership at all level of the Country Program, by leading efforts to document progress, effectiveness and impact of PUI's intervention in the country. The MEAL Coordinator will ensure the use of technically appropriate needs assessment, monitoring and evaluation methods, contributing therefore to improve the quality and effectiveness of PUI humanitarian action.</p>	
<b>Tasks and responsibilities</b>	
<p>Under the supervision of the Deputy Head of Mission for Programmes, and in cooperation with technical coordinators and MEAL staff in the operational bases, the MEAL Coordinator will:</p> <ol style="list-style-type: none"> <li>1. Lead the development and the roll-out of a sound and adapted-to-context MEAL strategy and operational guidance, on the base of the existent tools in the mission and the lessons learnt within the country and the region;</li> <li>2. Ensure the quality of the logical framework and MEAL approaches within new sectors, programmes and projects and support reporting;</li> <li>3. Ensure the development and implementation of MEAL plans for each sector, programmes and projects, provide specific technical support for the conduction of assessments, surveys and ad-hoc data collection and analyses all through the project and programme cycle management;</li> <li>4. Sensitise and build the capacity of staff for an enhanced transparency, accountability and learning mind set in the mission and in the framework of a continuous capitalisation and learning approach.</li> </ol>	
<b>Specific objectives and linked activities</b>	
<ol style="list-style-type: none"> <li>1. <b>Lead the development and the roll-out of a sound and adapted-to-context MEAL strategy and operational guidance, on the base of the existent tools in the mission and the lessons learnt within the country and the region</b> <ul style="list-style-type: none"> <li>• Conduct a comprehensive diagnosis report on current MEAL systems at mission level, with methodological analysis (e.g. SWOT, with specific focus on accuracy, reliability, relevance, efficiency, impact, coherence, viability, security) taking particularly into consideration the specific guidelines developed in the past within the sector, the technical development and capitalisation conducted at regional level and the lessons learnt from the implementation of the systems currently in place within the mission;</li> <li>• Lead the process of a participatory definition of tailored MEAL strategy and guidelines for the mission;</li> <li>• Identify innovations and improvements to enhance effectiveness of the PUI's M&amp;E framework and systems;</li> <li>• Ensure the appropriate revision of the MEAL SoP, roles and responsibilities of the operational and MEAL teams and eventual revision of the job descriptions of the MEAL team of the mission.</li> </ul> </li> </ol>	

**2. Ensure the quality of the logical framework and MEAL approaches within new sectors, programmes and projects and support reporting;**

- In collaboration with the technical coordinators and the MEAL staff located in the operational bases, prepare results frameworks, performance monitoring and evaluation plans for new projects and/or grant proposals, including the harmonization/standardization of indicators, data collection methodologies, time lines, measurement tools, analysis and reporting protocols, products and expected delivery;
- In addition to grant-specific indicators, develop project-wide indicators for each sector and collect, synthesize and report as needed;
- Collaborate with the Grants team in order to ensure that donors requirements are integrated into MEAL;
- Support the revision of logical frameworks, particularly in the areas of objectives hierarchy, indicators and monitoring mechanisms;
- Guide the process of identification of key indicators for each component, in close collaboration with the technical coordinators;
- Identify key MEAL staff needed to implement the MEAL approaches presented in proposals to donors;
- In collaboration with the grants coordinator and relevant project and/or technical staff, contributing to grant proposals and donors' reports writing and reviewing as needed for all information related to MEAL in order to ensure that proposals, reports and any other project documents capture progress, effectiveness, and impact of activities; ensure that results of report reviews are constructively fed back to project teams;
- Participate on the development of the SitRep and any other ad-hoc report, as required;
- Ensure strengthening the accountability mechanisms, integrating it into the MEAL framework of each grant contract.

**3. Ensure the development and implementation of MEAL plans for each sector, programmes and projects, provide specific technical support for the conduction of assessments, surveys and ad-hoc data collection and analyses all through the project and programme cycle management;**

- According to the methodologies and tools designed in collaboration with the technical coordinators, work closely with the MEAL the IM team in the bases to establish/develop a projects monitoring systems and plans, including overall design, instrumentation, data collection/aggregation and analysis;
- Oversee the quality and processing of data collection and data analysis by following up the day-to-day workings of the MEAL field teams;
- Monitor the tracking tools to ensure that project data is updated and accurate;
- Support the IM teams within the development of adapted databases;
- Define methodologies for major baseline and needs assessment surveys, while supporting field teams in routine needs assessments and baselines;
- Support the MEAL teams in the bases on the tracking of all projects and grants monitoring and evaluation framework and plans and work with field staff to design and implement monitoring and evaluation procedures;
- Oversee and support indicators follow-up by:
- Providing technical support on the sampling, data collection and analysis process,
- Ensure quality and accuracy of data,
- Coordinate and review all country assessment and outcome reports,
- Support the MEAL team in the bases and/or validate the Terms of Reference for surveys, researches, case studies, lessons learnt, success stories and any other qualitative data collection methods;
- Support external assessments, evaluations and surveys by informing the terms of reference, recruitment decisions, and methodology and draft report reviews;
- Lead the process of capitalization, capturing project history, successes, results and/or challenges;
- Identify and support field team in the set-up of accountability mechanisms;

**4. Sensitise and build the capacity of staff for an enhanced transparency, accountability and learning mind set in the mission and in the framework of a continuous capitalisation and learning approach**

- Train and provide technical support to technical coordinators, field coordinators/base programme coordinators, MEAL managers and officers on all MEAL tools and processes, as well as on using analyzed data to inform program quality, document lessons learnt and develop projects;
- Provide continuous mentorship and support for technical coordinators and project managers, MEAL managers and officers all over the country;
- Conducting periodic country technical assistance and auditing trips to support and oversee the quality of data collection processes and data management systems;
- Organise and lead capitalisation activities regarding activities, approaches, projects and programmes;
- Ensure the integration of lessons learnt into the programme cycle;
- Identify needs of capacity building regarding to MEAL within PUI Lebanon mission staff;
- Lead the technical development of capacity building strategies and methodology, in collaboration with the deputy head of mission for programmes, the field coordinators and the HR coordinator;
- Conduct training, workshop and continuous capacity building through support, mentoring and coaching of PUI Lebanon mission staff;
- Keep track of capacity building activities implemented within the MEAL sector and follow-up the effect of those activities in the performance of the staff.

**Focus on the 3 priority activities relative to the context of the mission**

- Revision, update, harmonisation and consolidation of the mission MEAL guidelines and SoP

- Strengthening the capacity of MEAL staff in terms of data analysis and quality mechanisms and within a general framework of accountability towards beneficiaries
- Ensuring the development of the MEAL plans for each ongoing grant, base and mission.

### Team management

Number of people to manage and their position:

- The MEAL Coordinator reports directly to the Deputy Head of Mission for Programmes
- Works in collaboration with (not exhaustive): Technical Coordinators, Grants Officer, Field Coordinators/Base Programme Coordinators, Project Officer and Technical Advisors.
- Technical supervision: MEAL Managers.

## Required Profile

### Required knowledge and skills

	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 social sciences</li> </ul>	
<b>PROFESSIONAL EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▶ Minimum of 3 years experience in Project Management in an emergency and unsecured context</li> <li>▶ Familiarity with principles and current approaches to monitoring and evaluation in relief and development programs, using both quantitative and qualitative methods</li> </ul>	
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>▶ Strong experience in donor requirements and expectations, particularly ECHO, UE, UNICEF, UNHCR, AFD and BPRM</li> <li>▶ Demonstrated ability to transfer knowledge to diverse audiences through training and mentoring</li> <li>▶ Prior knowledge of the country/region an asset;</li> </ul>	<ul style="list-style-type: none"> <li>▶ Mobile Data Collection and related software &amp; language (OKM etc.)</li> </ul>
<b>LANGUAGES</b>	<ul style="list-style-type: none"> <li>▶ French</li> <li>▶ English</li> <li>▶ Other (to be specified)</li> </ul>	<ul style="list-style-type: none"> <li>▶ Excellent command in writing and editing documents in both English and French.</li> <li>▶ Working knowledge in 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 essential, including ability to operate Microsoft Word, Excel, Project and database management software, statistical packages</li> </ul>

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

- ▶ Capacity to delegate and to supervise the work of a multidisciplinary team;
- ▶ Demonstrated experience in monitoring and evaluation design, applied survey and research;
- ▶ Proven capacity for analyzing and synthesizing comprehensive information and technical data;
- ▶ Ability to write and edit reports under deadline pressure;
- ▶ 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;
- ▶ Problem solving and leadership skills.

## Conditions

### Status

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

**Compensation**

- ▶ **MONTHLY GROSS INCOME:** from 2 200 up to 2 530 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 »)
- ▶ **BREAK POLICY :** 5 working days at 3 and 9 months + break allowance
- ▶ **PAID LEAVES POLICY :** 5 weeks of paid leaves per year + return ticket every 6 months