JOB DESCRIPTION

Preliminary job information

<table>
<thead>
<tr>
<th>Job Title</th>
<th>MONITORING, EVALUATION, LEARNING AND ACCOUNTABILITY COORDINATOR</th>
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</thead>
<tbody>
<tr>
<td>Country and Base of posting</td>
<td>SOUTH SUDAN, JUBA</td>
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<tr>
<td>Reports to</td>
<td>HEAD OF MISSION</td>
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<tr>
<td>Creation / Replacement</td>
<td>Creation</td>
</tr>
<tr>
<td>Duration of Handover</td>
<td>NA</td>
</tr>
<tr>
<td>Duration of Mission</td>
<td>6 months renewable</td>
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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 7 million people in 21 countries – in Africa, Asia, Middle East, Eastern Europe and France.

In the Republic of South Sudan (SSD), more than 2 years of armed conflict have shattered the lives of millions of people. 2014 and 2015 have been years of continued instability due to unresolved border issues (between Sudan and South Sudan) and more importantly due to the civil war between SPLM/A forces loyal to President S. Kiir and SPLA-IO loyal to the rebel leader R. Machar, former vice-president. As of beginning of 2015; at least six out of 10 states are affected by armed violence, 1.66 million people have been displaced within the country, more than 640,000 refugees have fled out of the country, 3.9 million people are severely food insecure. Among IDPs, about 180,000 people have found refuge in UNMIS PoCs. All this needs to be considered in a very young country within which virtually the entire population has experienced forced displacement at least 1 time and hence where resilience is massively jeopardized.

Previous Northern Bahr el Ghazal (NBeG) (where PUI is operating since Feb. 2015) has been and still is largely neglected by humanitarian assistance because of their peripheral situation with regards to the armed conflict. However, NBeG has extreme levels of food insecurity, has the highest prevalence of malnutrition, where the prevalence Global acute malnutrition rate for children aged 6 to 59 months is persistently high and above the emergency threshold of 15% and Access to health care is poor.

PUI’s strategy / position in the country

PUI has been operating in SSD since February 2015 and intends to extend the coverage of its current intervention. Addressing urgent needs of the most vulnerable in the targeted areas is planned through the following strategic objectives:

- Improvement of the access to health care services
- Reduction of the risks associated with food insecurity and undernutrition

Other strategic objectives will be considered in 2017 and will be used to define complementary needs assessment in the area where PUI is already operational but might also cover new counties/states depending on the evolution of the political/security situation. The sectors PUI would like to investigate are the following: Shelter & NFI s, Water Sanitation & Hygiene, Rehabilitation & Construction and Economic Recovery.

In 2015 PUI has implemented the following projects in the county of Aweil North (previous NBeG State):

- Access to Primary Health Care services:
  A Primary Health Care Centre has been fully operational in Malual Centre Payam and associated to outreach and community based activities in an area where host community is massively vulnerable and where movements are still recorded. The targeted area is virtually free from other type of humanitarian intervention. This project is funded by ECHO DG, and we anticipate continuing with the same donor in 2017
- Nutrition
PUI provides nutrition services according to the National Community Management of Acute Malnutrition (CMAM) protocol at PHCC level and through outreach activities, which includes Out-patient Therapeutic Program (OTP) and Targeted Supplementary Feeding Program (TSFP) for children between 6 and 59 months as well as pregnant and lactating women (PLW) at 11 different nutrition sites in Aweil North, with the support of ECHO, UNICEF, WFP, CDCS and GIZ. At Majak Kaar PHCC PUI runs a Stabilization Centre (SC) for children suffering from Severe Acute Malnutrition (SAM) with complications, which also serves as a referral site for OTPs and TSFPs run by PUI and other partners. PUI is currently assessing the gaps in the area, with the aim to scale up if needed.

- **Food Security:**
  Food distributions have targeted about 600 IDP households in Aweil North County as well as the families of patients discharged after having been treated for Acute Sever Undernutrition in the PHCC. This project has been supported by CIAA in 2015 and has also allowed distributing daily food parcels to patients and care-takers at the PHCC level.

- **Assessments**
  In 2017 the mission has planned several assessments.
  - In February – March 2017 a multi sectoral needs assessment has been done, with the aim to assess the needs and identify root causes of the continuous deteriorating nutritional status of the population in Aweil North in March 2017.
  - The outcome of this assessment has led to preparing proposals for Food Security and livelihood.
  - PUI is finalizing a health facility and nutrition gaps analysis in Aweil North and Aweil West done in June 2017.
  - PUI is finalizing a SMART survey done in September 2017.

The results of the assessments will give input to PUIs future strategy in South Sudan

### History of the mission and current programs

PUI has been implementing different activities in Northern Barh El Gazal State since its arrival in the country:

- **PUI took over a Primary Health Care Centre (PHCC) that used to be run by MSF-Spain. Since the beginning of the activities, PUI has provided more than 130,000 consultations serving beneficiaries from the whole state. PUI is delivering a full PHC package that includes health as well as sexual and reproductive health, with a special attention on children under 15 and pregnant and lactating women. This project is supported by ECHO. This project will continue in 2017.**

- **Nutrition activities in 11 nutrition sites. PUI started with one Nutrition site in April 2015 in the PHCC and has now extended to 11 sites, the last 7 have been added 2017 and are fully operational since April 2017. The nutrition activities include treatment of acute malnutrition for children from 6 to 59 months and Pregnant and lactating women through OTP, TSFP and Stabilization Centre activities.**

- **As per its integrated approach, PUI has also been implementing a project of food distribution through for 760 households in Aweil North County, some being the family of children enrolled in a nutrition program, and IDPs from the nearby Mangar Mayol settlement. This project ended in 2015 and did not continue in 2016.**

- **Community outreach activities that are intertwined in every aspect of the activities. Our network of Community Volunteers are actively involved in active malnutrition screening within the communities, referral of cases to the PHCC and PHCU; they also deliver health and IYCF (Infant and Young Child Feeding) education sessions.**

For 2017, discussions are on-going with the aim to extend the health and nutrition services and add a Food Security and livelihood intervention.

### Configuration of the Mission

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<tr>
<th><strong>BUDGET FORECAST 2017 - 2018</strong></th>
<th><strong>6 MILLION €</strong></th>
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<tbody>
<tr>
<td><strong>BASES</strong></td>
<td>JUBA, PAMAT</td>
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<tr>
<td><strong>NUMBER OF EXPATRIATES</strong></td>
<td>9</td>
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<tr>
<td><strong>NUMBER OF NATIONAL STAFF</strong></td>
<td>135 staff and 106 Volunteers</td>
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<tr>
<td><strong>NUMBER OF CURRENT PROJECTS</strong></td>
<td>5</td>
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<tr>
<td><strong>MAIN PARTNERS</strong></td>
<td>ECHO, UNICEF, WFP, GIZ, French Embassy</td>
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<td><strong>ACTIVITY SECTORS</strong></td>
<td>Health, Nutrition, Food Security</td>
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<td><strong>EXPATRIATE TEAM</strong></td>
<td>Juba Coordination Office: 4 expatriates (Head of Mission, Admin and Finance Coordinator, Logistics Coordinator, Medical Coordinator) Pamat Base: 5 expatriates (Field coordinator, Base Administrator, Base Logistician, Health Program Manager, Nutrition Program Manager)</td>
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### Overall objective

The Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator is responsible for the development, the roll out and implementation of the overall MEAL strategy in South Sudan, in coordination with the Head of Mission and technical coordinators. The MEAL coordinator will support PUI’s operational and technical staff in ensuring the accountability of PUI’s programme in South Sudan by developing the appropriate MEAL strategies and protocols for each project/specific technical sector. He/she will provide technical MEAL guidance, leadership and practical support at all levels in the Country Program. 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 and will ensure the accountability to the affected population.

### Tasks and Responsibilities

Under the direct supervision of the Head of Mission S/he:

1. Leads the development and the roll-out of a MEAL strategy adapted to the context of South Sudan
2. Ensures the development and implementation of MEAL plans for each sector, program and project
3. Builds capacity of international and national staff in Monitoring, Evaluation, Accountability and Learning
4. Supports, guides and ensures the quality of assessments in the field
5. Ensures the integration of accountability to affected population
6. Participates in security management, by collecting and reporting information
7. Represents PUI to key national and local players

### Specific Goals and Related Activities

1. **Lead the development and roll-out of a MEAL strategy adapted to the context of South Sudan**
   - Conduct an assessment and diagnosis report on the current MEAL system at mission level, with methodological analysis taking into consideration PUI MEAL Policy, the different programs and the lessons learned within the mission;
   - Lead the process of a participatory definition of tailored MEAL strategy and guidelines for the mission;
   - Identify innovations and improvements to enhance effectiveness of the PUI’s M&E framework and systems;
   - Plan in joint cooperation with the team in South Sudan the integration of a comprehensive MEAL strategy into the program;
   - Ensure in the MEAL strategy an overall “integration logic” by going beyond sector-based considerations;
   - Lead in coordination with Head of Mission the evaluation of each program to evaluate the result and identify lessons learned;
   - Ensure the harmonization of approaches and different methodologies across the different sectors, by developing and monitoring the use of common tool;
   - In coordination with the program-technical team contribute to proposal and report writing ensuring MEAL is an integrated part in all proposals and reports, reports are evaluating against program and performance indicators;
   - Ensure together with technical coordinators and head of mission lessons learned are integrated into the program cycle.

2. **Ensure the development and implementation of MEAL plans for each sector, program and project**
   - Identify program indicators and develop a logical framework at the development stage of each program, in coordination with the technical-program team;
   - Develop a MEAL work plan for each project, and develop monitoring tools in coordination with the technical-program teams;
   - Identify key MEAL staff needed to implement the MEAL approaches presented in proposals to donors;
   - Establish and develop, or improve available project monitoring systems, data bases and plans in close coordination with technical coordinators and in line with PUI policies;
   - Ensure an integrated data collection and analysis, even though programs will be divided in several projects funded by different donors;
   - Ensure the integration of age, gender and resilience in the data collection and analysis;
   - Ensure the quality of the data / information collection, processing, analysing and dissemination.

3. **Build capacity of international and national staff in Monitoring, Evaluation, Accountability and Learning**
   - Identify needs of capacity building regarding to MEAL within PUI South Sudan mission;
   - Plan capacity building and technical development of the team in collaboration with the Head of mission and technical coordinators;
   - Train and provide technical support to technical coordinators, field coordinators/base programme coordinators, and key national staff on all MEAL tools, process, analysing data to inform program quality and document lessons learnt, through workshops and continuous on the job support and coaching;
   - Provide continuous on the job coaching and support for technical coordinators and project managers, MEAL managers;
4. **SUPPORT, GUIDE AND ENSURE THE QUALITY OF ASSESSMENTS IN THE FIELD**

- Prepare long term planning for assessment and surveys in the mission;
- Prepare planning for planned assessments in coordination with the technical-program team and assist in adequate implementation of the plans, as for example SMART Surveys, exploratory missions, beneficiary satisfaction survey;
- Provide technical support on the sampling, data collection and analysis process;
- Ensure quality and accuracy of data;
- Ensure the quality of the reports;
- Coordinate and review all country assessment and outcome reports.

5. **ENSURE THE INTEGRATION OF ACCOUNTABILITY TO AFFECTED POPULATION**

- Develop in coordination with Head of Mission and technical coordinators a people-centred approach to achieve better outcomes and improve accountability by placing affected populations at the Centre of decision-making and interventions;
- Develop strategies for beneficiaries to participate and influence decisions in the different phases of the program cycle management, including assessment, identifying needs, planning, monitoring and evaluation;
- Ensure feedback mechanisms are set-up with the community and external stakeholders;
- Ensure analysis of the feedback is done, resulting into lessons learned and improvement plans.

6. **SECURITY**

- Ensure the safety plan is understood by the team for which he/she is responsible and that safety rules are respected;
- Contribute to gathering information relating to safety in his/her area of operation and disseminates this on a regular basis or ad hoc in the event of an emergency.

7. **REPRESENTATION**

- Represent PUI to key national and local players (NGOs, health authorities and institutional stakeholders) involved in implementing programmes and ensures good relationships are maintained with each of them (ensuring compliance with PUI's principles of neutrality and independence);
- In the event of a visit by a donor, he/she plays an active role in preparing and managing the visit.

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

- Conduct an assessment and diagnosis report on the current MEAL system at mission level
- Plan and implement MEAL strategy in coordination with the team in South Sudan
- Prepare planning for planned assessments in coordination with the technical-program team and assist in adequate implementation of the plans, (exploratory mission)

**Team Management**

Number of people to manage and their position (expatriate/local staff)

- None

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**Required Profile**

**Required knowledge and skills**

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<tr>
<th>TRAINING</th>
<th>REQUIRED</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td>University education in humanitarian project management</td>
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<tr>
<th>PROFESSIONAL EXPERIENCE</th>
<th>REQUIRED</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td>Humanitarian</td>
<td>Minimum of 3 years experience in Project Management in an emergency and unsecured context</td>
<td>Experience in difficult security contexts</td>
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<tr>
<td>International</td>
<td>At least 1 year Experience in monitoring and evaluation of programs</td>
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<tr>
<td>Technical</td>
<td>Experience in data analysing for assessments and research</td>
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<tr>
<td></td>
<td>Demonstrated experience in monitoring and evaluation design, applied survey and</td>
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**KNOWLEDGE AND SKILLS**
- Knowledge in donor requirements and expectations, (ECHO, UN agencies etc)
- Demonstrated ability to transfer knowledge to diverse audiences through training and coaching
- Prior knowledge of the country/region an asset;
- Mobile Data Collection and related software & language (OKM etc.)

**LANGUAGES**
- French
- English
- Arabic

**SOFTWARE**
- Pack Office
- Saga

**Required Personal Characteristics (fitting into team, suitability for the job and assignment/mission)**
- Capacity to delegate and to supervise the work of a multidisciplinary team;
- 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;
- Result oriented;
- Proven training skills
- General ability to resist stress and in unstable circumstances particularly

**Other**

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**Proposed terms**

**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