# JOB DESCRIPTION

| Preliminary job information | |
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| **Job Title** | **MEAL & ASSESSMENT MANAGER** |
| **Country & Base of posting** | **NIGERIA - MAIDUGURI** |
| **Reports to** | **FIELD COORDINATOR** |
| **Creation/Replacement** | Creation |
| **Duration of Mission** | 5 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 on average 190 projects per 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.

Following the intensification of the Chad Lake conflict in Nigeria (North East of the Country), PUI has decided to also respond to this crisis (since the organization already assists the Nigerian refugees in Cameroon) from Nigeria.

**General Context :**

With the biggest population in Africa, (between 178.000.000 and 200.000.000 habitants), Nigeria is ranked as the first economy in Africa mainly thanks to oil and petroleum products as well as mineral resources (gold, iron, diamonds, copper etc…). Despite a strong economy, Nigeria suffers from huge socio-economic inequalities, and from high rates of corruption, at every level. Within this volatile environment, the insurgency in the North-East of the country and the linked widespread violence triggered a large scale crisis.

Indeed, over 2.5 million people are forcibly displaced in the Lake Chad Basin region due to the Boko Haram insurgency, and new displacement continues. Resorting to terror, widespread sexual and gender-based violence (SGBV), forced recruitment and suicide bombings, Boko Haram attacks on civilians persist. Ongoing threats from Boko Haram in all affected countries as well as the absence of basic services have created acute humanitarian and protection risks for those impacted by the crisis, including refugees, internally displaced persons (IDPs) and local communities. Despite considerable advances in counter-insurgency operations, continued insecurity led to new large-scale and secondary displacements towards Cameroon and inside Niger.

The end of 2016 and first months of 2017 have seen an increase in attacks in north-eastern Nigeria, while the security situation in Chad's Lake region, Cameroonian border areas and Niger's Diffa region remains volatile and unpredictable. In 2016, a great number of civilians were released from Boko Haram captivity in north-eastern Nigeria with the liberation of Local Government Areas (LGAs) where some 800,000 persons had been trapped over past years. Assessments conducted in newly recovered areas reveal severe humanitarian and protection conditions. Still, many people remain inaccessible to humanitarian actors due to insecurity, particularly in Nigeria's Borno State and border areas of Cameroon and Niger.

**Humanitarian consequences**:

The violence in the Lake Chad Region has uprooted around 2.3 million civilians within their own countries, including over 1.8 million IDPs in Nigeria alone. In addition, some 200,000 Nigerian refugees have fled to neighbouring Cameroon, Chad and Niger.

As of March 2017, close to 1,200,000 refugee returnees have been registered in Nigeria, sometimes under conditions that have not been voluntary, safe and dignified. Many of these return movements have resulted in secondary displacements as areas of origin remain insecure and inaccessible. Between 2015 and mid-2017, the number of Nigerian returnees registered by the Nigeria Immigration Service (NIS) reached nearly 360,000 individuals. They represent individuals both registered in official refugee camps and others who fled the insurgency

but were never registered in the countries of asylum. The number of registered returnees between January and May this year stood at 19,257 individuals.

The crisis has adversely affected the most vulnerable civilian populations, particularly women and children, older persons and those with disabilities or serious medical conditions. Around 60 per cent of those displaced are children and the number of female and child-headed households is on the rise because male heads of households have either disappeared, been killed or fear to return to join their families. Sexual and gender-based violence (SGBV) is widespread, and many people have suffered the trauma of violent experiences.

The Humanitarian Needs Overview (HNO) 2017 estimated some 14 million people in need of humanitarian assistance in Nigeria across the six states of the north east. In determining the response for 2017, humanitarian partners agreed to focus on states assessed as the most affected by the violent conflict, infrastructure destruction, mass displacement, ongoing insecurity and ensuing factors. The most critical areas requiring humanitarian assistance are located in Borno, Adamawa and Yobe states where 8.5 million people are in need of urgent life-saving assistance.

## PUI's strategy/position in the country

PUI is present in Nigeria since April 2016. The NGO is targeting the needs of crisis affected populations in Borno State through a gradually implemented comprehensive integrated response.

PUI started its intervention with a focus on urgent needs pertaining to access to food commodities for IDPs and host communities (through a cash-based approach) and then up-scaled its response with the inclusion of Primary Health Care and Nutrition activities. This was focused on populations living in Maiduguri (capital city of Borno state).

Also, as access and logistics were and remain a main constraint for the humanitarian community, PUI launched an inter-agency logistics platform in Maiduguri managing storage and cargo and servicing around 30 different humanitarian organizations.

Finally, and as resilience of affected communities remains a priority for the organization, a pilot livelihood recovery project has been launched in order to decrease reliance on direct assistance and foster aid sustainability.

**The main programmatic objectives of the mission for 2018 are:**

- Continue and further develop the response to urgent needs of IDPs and Host Communities living in Maiduguri City through Food Security, Health and Nutrition activities.
- Further develop the integrated response in Maiduguri City with the widening of the sectoral scope of PUI intervention by adding Protection, WASH… to the response portfolio (either directly or through coordinated approach with external actors)
- Continue and further develop the logistics support to the humanitarian community from Maiduguri City Warehouse
- Develop gradual integrated responses in areas with significant gaps in needs coverage within Borno State LGA outside Maiduguri with a priority given to Health, Nutrition and Food Security activities.

## History of the mission and current programs

PUI has been present in the region for more than a decade, implementing projects in Chad since 2004 and in Cameroun since 2008. In Cameroon, PUI is implementing a project in response to Boko Haram -related displacement in the Extreme North, and in Adamawa. In early 2016. PUI conducted an assessment in Maiduguri which confirmed the critical nature of the humanitarian situation and the need for a rapid intervention in order to address primary needs of people affected by the conflict in this area, especially those who had not received any assistance.

The PUI Nigeria Mission has been officially opened in April 2016. Following the findings of the initial assessment, PUI prioritized two objectives: **1.** Providing food aid to the IDPs and affected host communities in Maiduguri through a cash-based approach / **2.** Improving accessibility to community-based protection mechanisms and psychosocial support for the most vulnerable HH of the IDP and local populations affected by the crisis.

Since then, PUI further developed its response which is currently focusing on **Bolori II area of Maiduguri city** with the following main elements:

- Food aid through a cash-based electronic voucher approach
- Pilot livelihood recovery activities focused on fostering income generating activities for crisis affected populations
- Primary Health Care including nutrition services (OTP) through the management of one Primary Health Care Center and 3 mobile clinics (one additional PHC is being currently taken over by PUI who will manage it as of early 2018)
- Community sensitization in terms of health and nutrition through a community health network approach
- Logistics support (storage and cargo transport) for around 30 humanitarian actors intervening from Maiduguri

| Configuration of the Mission | |
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| BUDGET ESTIMATE 2017 | **7 million EUR** |
| BASES | PUI has one operational base in Maiduguri and one support/coordination base in Abuja |
| NUMBER OF EXPATRIATES | 24 |
| NUMBER OF NATIONAL STAFF | 150 |
| NUMBER OF CURRENT GRANTS | 8 (additional grants under negotiation) |
| MAIN PARTNERS | ECHO, OFDA, FFP, CIAA, CDCS , WFP, UNICEF, FAO |
| ACTIVITY SECTORS | Food Security (Cash and In-kind)<br>Livelihood Recovery<br>Primary Health Care and Nutrition<br>Logistics Support |
| EXPATRIATE TEAM ON-SITE | **Abuja Country Management (most positions are either based or spend most of their time in Maiduguri):** Head of Mission, Deputy HoM Support, Deputy HoM Programs, Grants Officer, Medical Coordinator, Nutrition Advisor, FSL Coordinator, MEAL Coordinator, HR Coordinator, Finance Coordinator, Logistics Coordinator.<br>**Maiduguri Management:** Field Coordinator, Deputy Field Coordinator for Programs, Health Project Manager (2), FSL Project Manager (2), Logistics Platform Project Manager, MEAL & Assessment Manager, HR Manager, Finance Manager, Logistics Manager |

# Job Description

## Overall objective

The MEAL & Assessment Manager, under the supervision of the Field Coordinator and the global overview of the HoM is responsible for the conduction of humanitarian needs' assessments in the coverage area of Maiduguri base. He/She will provide technical support to all project managers in terms of MEAL activities and contribute to the overall Learning approach at mission level.

## Tasks and responsibilities

Under the direct supervision of the Field Coordinator, the MEAL & Assessment Manager main objectives are the following:

- Production of comprehensive needs assessments and proposed interventions for pre-designated focus geographical areas
- Production of Learning material and provision of Learning technical support to Project Managers
- Definition and enforcement of a comprehensive accountability system at base level
- Provision of guidance and technical support to project managers in terms of M&E activities and direct implementation of some M&E activities

## Specific objectives and linked activities

### 1. Leading the assessment of Humanitarian Needs in PUI for Borno State

- In direct collaboration with the Field Coordinator and the HoM and building on project team knowledge, identify priority areas / sectors in terms of needs assessments
- Collect data from external actors relevant to needs, response gaps and current / future programming
- Develop multi-sector assessment methodologies (both qualitative and quantitative data) and plan field data collection
- Recruit, train and supervise teams in charge of field data collection
- Produce quantitative and narrative needs analysis reports and share them internally
- Draft intervention propositions and submit them to Field Coordinator and HoM

### 2. Production of Learning material and provide technical support to Project Managers regarding Learning activities

- Draft Learning products linked to activities implemented in Maiduguri including Activity Forms
- Draft Learning products linked to needs assessments including methodologies, tools, best practices...
- Provide Technical Support to Project Managers in terms of Learning activities (Kick off meetings, production of Learning material, conduction of Learning Sessions…)

### 3. Definition of base level accountability schemes and overseeing their implementation

- Based on the global PUI Accountability Guidelines proposes a comprehensive Accountability System covering all projects at base level including methodology, tools & templates… to the Field Coordinator and the HoM.
- Spearheads the enforcement of the approved system by providing technical support to all base managers
- Oversees the effective implementation of the approved system and reports any challenges or lacks to the Field Coordinator

### 4. Supporting the project managers in implementing M&E Schemes

- Provides technical support to project managers at base level in the conduction of monitoring and evaluation activities
- Leads ad hoc monitoring and evaluation activities as requested by the Field Coordinator

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

- Defining humanitarian needs' assessment methodologies, external data collection, assessment plannings and definition and recruitment of needed Human Resources
- Conduction of needs' assessments, production of assessment reports and intervention propositions
- Definition of MEAL systems and methodologies and tools relevant to the base working schemes

## Team management

Team to be defined during the inception phase.

# Required Profile

## Required knowledge and skills

| | REQUIRED | DESIRABLE |
|---|---|---|
| TRAINING | ▸ Bachelor's or Master's degree in a field related to Project Management, international development and/or social sciences | |
| PROFESSIONAL EXPERIENCE<br>▸ Humanitarian<br>▸ International<br>▸ Technical | ▸ Experience in M&E or Project Management | ▸ Experience with PUI |
| KNOWLEDGE AND SKILLS | ▸ Experience in donor requirements and expectations | ▸ Prior knowledge of the country/region an asset; |
| LANGUAGES<br>▸ French<br>▸ English<br>▸ Other (to be specified) | ▸ Excellent command in writing and editing documents in both English and French. | ▸ Working knowledge in Arabic is a plus |
| SOFTWARE<br>▸ Pack Office<br>▸ Other (to be specified) | ▸ Strong computer skills essential, including ability to operate Microsoft Word, Excel, Project & database Management software | |

## 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 synthetizing 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;

## Proposed terms

### Status

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

### Compensation

- **MONTHLY GROSS INCOME**: from 1 815 up to 2 145 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
- **PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months