

Preliminary job information

Job Title	MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING COORDINATOR
Country & Base of posting	NIGERIA, MAIDUGURI
Reports to	Deputy Head of Mission for Programs
Creation / Replacement	Creation
Duration of Mission	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 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 200 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, and Europe. Following the intensification of the Chad Lake conflict in Nigeria (North East of the Country), PUI opened its Nigerian mission in 2016. PUI is also assisting the Nigerian refugees in Cameroon.

General Context :

With the biggest population in Africa, (between 178 and 200 million inhabitants), Nigeria is ranked as one of the first economy of the continent thanks to oil and petroleum products as well as mineral resources (gold, iron, diamonds, copper etc...). Despite a strong economy, Nigeria suffers from huge inequalities between rich and poor, and from a high rate of corruption, at every level. Moreover, a great ethnic diversity mixed with a federal mechanism make it a real powder keg. Within this volatile environment, the conflict in the North-East of the country (states of Borno, Adamawa and Yobe) and the linked widespread violence triggered a large scale humanitarian crisis.

The conflict in the North-East

Boko Haram was created in 2001, with activity related to social actions and schooling. Over the years, the group started an armed rebellion against the government of Nigeria. Several members of the group were arrested, sparking deadly clashes with Nigerian security forces. The group's founder and then leader Mohammed Yusuf was killed while still in police custody. This was the beginning of the radicalization of the movement and of the conflict still affecting the area in the present days. In 2015, the Nigerian army received the support of an occidental military coalition (US, France, British). The same year, Boko Haram pledged allegiance to ISIS and ended up divided into two branches: ISWAP (linked to ISIS) and JAS (the historical branch).

This ongoing conflict as well as the absence of basic services have created acute humanitarian and protection needs for those impacted by the crisis, including refugees, internally displaced persons (IDPs) and local communities.

Humanitarian consequences:

The armed conflict affected more than 14 million people, with 2 million forcibly displaced in the Lake Chad Basin region, and new displacement continues. Following the new conflict and military developments, several Local Governmental Areas (LGAs) of Borno State were deemed accessible to humanitarian aid by the Nigerian government. But outside of the capital cities, in the countryside, the security is not granted to the populations and to the humanitarian workers. Assessments conducted in newly accessible areas in Borno State revealed 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.

As of January 2018, close to 1,300,000 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 many areas of origin remain insecure and inaccessible. Projection for 2018 forecast new displacement and arrivals from the inaccessible areas (around 200,000). In total, at least 1.32 million of IDPs are located in Borno State. 50% of them are living in host communities. Around 60% 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) 2018 estimated some 7.7 million people in need of humanitarian assistance in Nigeria across the three states of the north east (Borno, Yobe and Adamawa) with most needs concentrated in Borno State. In determining the scale of the response for 2018 (more than 1 billion USD consolidated appeal!), 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 millions of people are in need of urgent life-saving assistance.

PUI's strategy/position in the country

The main programmatic objectives of the mission for 2018 can be synthesized as follows:

- 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 multi-sector 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 the opening of an additional operational base in Monguno LGA with the provision of health and nutrition services for IDPs and host communities starting in July 2018.

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 has conducted an assessment in Maiduguri which confirmed the emergency 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 Nigerian Mission has been officially opened in April 2016, with a focus on meeting urgent needs, including improving access to food commodities for Internally Displaced People (IDP) and host communities (HC), later adding Primary Health Care and Nutrition activities. This initial intervention was focused on populations living in Maiduguri. The progressive sectorial widening allowed to start implementing an integrated approach from 2017 in Bolori II Ward in food security, livelihoods, nutrition and health, with the support of ECHO, FFP, OFDA and CIAA/CDC, in line with PUI's global strategy. In 2018, PUI will further develop its comprehensive response by adding Outreach/Protection and WaSH to the existing country program in Bolori II, and will scale up its intervention with the opening of Monguno LGA base, with the main objectives of reducing morbidity and mortality of the most vulnerable population and promoting protection amongst the whole affected community. The same donors are supporting the 2018 intervention.

In parallel, PUI is supporting the coordination mechanisms and is running the common logistics platform for all humanitarian actors in Maiduguri, funded by the logistics cluster (WFP) since 2016 to this date.

Configuration of the Mission

BUDGET FORECAST 2018	15 MILLION EUROS
BASES	ABUJA (ADMINISTRATIVE OFFICE) MAIDUGURI (COORDINATION OFFICE), MAIDUGURI AND MONGUNO (FIELD OPERATION OFFICE)
NUMBER OF EXPATRIATES	30
NUMBER OF NATIONAL STAFF	~250
NUMBER OF CURRENT GRANTS	6
MAIN PARTNERS	ECHO, OFDA, CDCS, CIAA, WFP, FFP, UNICEF
ACTIVITY SECTORS	Food Security (Cash transfer) Early Recovery and Livelihood (inception phase) Health (Primary Health Care) Nutrition WASH Protection - Community Outreach
TEAM ON-SITE	15 MILLION EUROS

Job Description

Overall objective

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 Nigeria 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.

Tasks and responsibilities

Under the supervision of the Deputy Head of Mission for Programmes, and in cooperation with technical coordinators and MEAL staff in the operational bases and at coordination level, the MEAL Coordinator will:

1. Lead the design and the roll-out of a sound and adapted-to-context MEAL strategy and operational guidance based on PUI institutional approach
2. Ensure the quality of the logical framework and MEAL approaches within new sectors, programmes and projects and support reporting;
3. Ensure the development and implementation of MEAL plans for each sector, programs 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;
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.

Specific objectives and linked activities

1. Lead the development and the roll-out of a sound and adapted-to-context MEAL strategy and operational guidance based on PUI institutional approach

- Conduct a comprehensive diagnosis 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)
- Design a new MEAL framework for the mission including team organization, protocols, tools and processes. Lead the process of a participatory definition of tailored MEAL strategy and guidelines for the mission;
- Lead the effective deployment of the designed MEAL framework at mission level including staff recruitment, capacity building and monitoring.

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 to 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, programs and projects, provide specific technical support for the conduction of assessments, surveys and ad-hoc data collection and analyses all through the project and program cycle management;

- According to the methodologies and tools designed in collaboration with the technical coordinators, work closely with the MEAL 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;

<ul style="list-style-type: none"> 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;
<p>4. Sensitize 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 capitalization and learning approach</p> <ul style="list-style-type: none"> Train and provide technical support to technical coordinators, field coordinators/base program 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; Organize and lead capitalization activities regarding activities, approaches, projects and programs; Ensure the integration of lessons learnt into the program 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 programs, 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.
<p>4. Evaluations and midterm Reviews of Programs in order to ensure relevancy and effectiveness</p> <ul style="list-style-type: none"> To set the clear deadlines for conducting at least one detail review of each grant in consultation of the field teams and respective coordinators & PMs. Submit the lesson learnt and possible actions after having program reviews to fill the gaps or to take remedy steps Facilitate the HQ and Mission team in organizing external and internal evaluation of the programs Evaluate the mission strategy after six months and submit the feedback if need to revise
<p>Three priority activities related to the context of the mission</p> <p>Develop launch and reinforce MEAL system at mission level including protocols, processes, tools...etc based on PUI Institutional MEAL Approach and project activities</p> <p>Provide relevant and timely technical support to staff and ensure the accountability of mission programme through developing appropriate MEAL strategies and protocols for each project and sector as well as incorporating appropriate measurement tools (log frames, indicators) into each proposal developed based on actual needs assesment.</p> <p>Lead efforts to document progress, effectiveness and impact of PUI's intervention in the country in ways that ensure the use of technically appropriate needs assessment, monitoring and evaluation methods, and builds staff capacity contributing to the improvement of the quality and effectiveness of PUI humanitarian action.</p>
<p>Team management</p> <ul style="list-style-type: none"> Direct management : 1 MEAL manager expatriate Indirect management : 3 Accountability officers, 4 M&E officers, 1 IM assistant

Required Profile		
Required knowledge and skills		
	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none"> Bachelor's or Master degree in a field related to Project Management, international development and/or social sciences 	
PROFESSIONAL EXPERIENCE	<ul style="list-style-type: none"> Minimum of 5 years experience in Project Management in an emergency and unsecured context. Familiarity with principles and current approaches to monitoring and evaluation in relief and development programs, using both quantitative and qualitative methods 	
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Strong experience in donor requirements and expectations, particularly ECHO, UE, UNICEF, UNHCR, AFD and BPRM 	<ul style="list-style-type: none"> Mobile Data Collection and related software & language (OKM etc.)

	<ul style="list-style-type: none"> ▶ Demonstrated ability to transfer knowledge to diverse audiences through training and mentoring ▶ Prior knowledge of the country/region an asset; 	
LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (to be specified) 	X High level of proficiency	X
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (to be specified) 	<ul style="list-style-type: none"> ▶ Strong computer skills essential, including ability to operate Microsoft Word, Excel, Project and database management software, statistical packages 	

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.

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