

# Job Description

Preliminary Information	
Job title	CONSORTIUM MEAL COORDINATOR
Country & Location	OCCUPIED PALESTINIAN TERRITORY – RAMALLAH (WEST BANK) MOVEMENTS TO ISRAEL, JERUSALEM, WEST BANK.
Line Manager	HEAD OF MISSION (HoM)
Creation / Replacement (name)	REPLACEMENT
Expected date of arrival	NOVEMBER 1 <sup>ST</sup> , 2019
Duration of the mission	3 MONTHS (RENEWABLE)
Funding guaranteed up to (date + nbr months)	JANUARY 31 <sup>ST</sup> 2020 WITH POTENTIAL RENEWAL DEPENDING ON FUNDING AVAILABLE
<i>Note that this position will be under administrative line management of the PUI HoM while technical line management under the WBPC Consortium Representative and will serve all 5 partners of the West Bank Protection Consortium.</i>	

General Information
<p><b>Context</b></p> <p>PREMIERE URGENCE INTERNATIONALE (PUI) is an international, apolitical, non-religious and non-profit French organization intervening in 20 countries worldwide to provide a global response on the fundamental needs to victims of humanitarian crisis from the emergency to the restoration of their autonomy and dignity. Première-Urgence and Aide Médicale Internationale merged in 2011 to offer a better range of lifesaving care and life-changing assistance to communities affected by humanitarian crisis.</p> <p>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 are 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.</p> <p>Consequently the humanitarian needs in oPt have not fundamentally changed for the last decade. Protection threats related to ISF and settlers' violence, limited access to essential services and entrenched levels of food insecurity continue to characterize the day-to-day lives of many Palestinians. Communities in Area C of the West Bank came under increasing pressure rise in demolitions, increase of settler violence, no easing on movement restrictions and no progress on the planning and zoning regime. Bedouin and herder communities in particular were affected.</p>
<p><b>PUI mission in OPT</b></p> <p>PUI started working in occupied Palestinian territory (oPt) in 2002 during the second Intifada. From the beginning, PUI's objectives in oPt was to maintain and improve the food security and livelihoods of the most vulnerable populations directly affected by the protracted conflict between Israel and the Palestinians.</p> <p>PUI initially worked with communities in the northern part of the West Bank heavily affected by the construction of the separation barrier built by Israel in the early 2000's and communities impacted by nearby settlements expansion. As such, 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).</p> <p>Following the Israeli military operation "Cast Lead" in 2009, PUI also expanded its intervention to the Gaza Strip to support families impacted by the repetitive conflicts and violations of IHL mainly in the Access restricted Area (ARA) of the Gaza strip.</p> <p>In 2012, PUI formalized its protection approach in its humanitarian programs with a strategic focus on protecting livelihoods and securing economic access to food in communities where populations are directly exposed to violations of Human Rights (HRL) and International Humanitarian Law (IHL), and at-risk of forced displacement.</p>

<p>PUI's Protection projects include: support to farmers whose lands are under access restrictions, reporting on settlers' violence and providing protective response to households and communities to mitigate the threats of settlers violence, land confiscation and risk of forcible transfer.</p> <p>PUI's 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). Protection related activities both in the West Bank and Gaza Strip are implemented through a consortium of INGOs funded mainly by ECHO (but not only). In addition to this, PUI implements long-term projects focused on access to land and livelihood, especially for vulnerable groups (like women or war-affected people), both in Gaza and West Bank</p>	
<b>EXPECTED BUDGET IN 2020</b>	<b>3 MILLION EUROS</b>
<b>BASES</b>	<b>RAMALLAH, NABLUS, GAZA CITY</b>
<b>NUMBER OF STAFF</b>	<b>ABOUT 36 STAFF INCLUDING 6 INTERNATIONALS</b>
<b>SENIOR MANAGEMENT TEAM</b>	<b>1 HoM, 1 DEPUTY HoM, 1 GAZA FIELD COORDINATOR, 1 WEST BANK FIELD COORDINATOR, 1 ADMIN/FI/LOG COORDINATOR, 1 ADVOCACY COORDINATOR, 2 DATA ANALYSTS (SHARED WITH PARTNERS), 2 M&amp;E MANAGERS, 1 TECHNICAL MANAGER, 1 PROTECTION COORDINATOR</b>
<b>TECHNICAL SECTORS</b>	Protection Food Security and Livelihood (Agriculture) Emergency Preparedness and Emergency response Shelter/NFI/WASH Gender: Women Economic Empowerment Cultural heritage protection

<b>Description</b>
<p>PUI oPt has been working on protection programs for several years and has accumulated a lot of operational experience and has positioned itself within the international community as a key player in this field. Since 2015, PUI has been part of a consortium of 5 INGOs working to protect Palestinians from forcible transfer in the West Bank. Each agency contributes in a different way towards the consortium's integrated protection approach. The Consortium generates a lot of information both collectively and at agency level. This information can include policy papers, assessments, reports, fact sheets, maps, databases, statistics, etc.</p> <p>The MEAL Coordinator position is placed within PUI and serves all 5 Consortium partners in an equal manner. The Consortium MEAL Coordinator is a member of the coordination unit of the West Bank Protection Consortium.</p> <p>Consortium partners aim at strengthening their analytical capacity and deliverables. In close collaboration with the partners, the Consortium Secretariat (CS), the Consortium Management Unit (CMU) and the Consortium Advocacy Working Group (AWG), the MEAL Coordinator looks at the information generated by agencies individually and/or collectively in order to determine how to best shape this information in a way that is useful to all.</p>
<p><b>Specific objectives and fields of responsibility</b></p> <ol style="list-style-type: none"> <li>1. Chair and coordinate the MEAL Task Force of the Consortium</li> <li>2. Manage and improve the existing IMS, ensuring its functionality and allowing for further processing and analysis of relevant data</li> <li>3. Work with each key group in the Consortium (AWG, CMU, CS and Steering Committee) to identify, extract and formalize the information they need from the available data</li> <li>4. Contribute to Consortium strategic thinking notably by substantiating relevant information in close collaboration with Consortium Technical Coordinator (CTC)</li> <li>5. Engaging with external stakeholders generating data such as OCHA, Clusters, etc.</li> </ol>

## Specific objectives and responsibilities

### 1. CHAIR AND COORDINATE THE MEAL TASK FORCE OF THE CONSORTIUM

- Organize and chair the MEAL Task Force
- Work with the MEAL TF to develop, test and deploy analyses of dataset in the frame of the IMS of the Consortium to reinforce Policy and Strategic objectives of the Consortium
- Liaise with M&E and GIS Focal Points of Partners – share information as appropriate and identify analyses and develop maps which can inform programmatic decisions
- Work with the Secretariat to establish the systems and processes needed for effective information sharing with CMU, AWG and SC
- Manage and improve the Consortium SharePoint as an effective and appropriate way of sharing information within the Consortium and serving as a focal point of all relevant documents generated by Consortium Partners or other relevant documentation
- Work with the MEAL TF to organize and establish a harmonized accountability system at Consortium level
- Ensure coordination between the MEAL TF and the other key groups of the Consortium

### 2. MANAGE AND IMPROVE THE EXISTING IMS ensuring its functionality AND ALLOWING FOR FURTHER PROCESSING AND ANALYSIS OF DATA

- Further improve and develop the architecture of the Consortium setting-up systems allowing for the information and related analysis to be generated on a regular and, as much as possible, automatic basis
- Organize and ensure regular updates of the consortium IMS

### 3. WORK WITH EACH KEY GROUP IN THE CONSORTIUM (AWG, CMU, SC, AND CS) TO IDENTIFY, EXTRACT AND FORMALIZE THE INFORMATION THEY NEED FROM THE AVAILABLE DATA

- Engage regularly with each group to identify their needs in terms of data and analysis
- Support each group in developing a narrative based on the data available and evidence based analysis
- Provide partners with an integrated analysis of all the data bases
- Analyze the consolidated consortium outputs (all components) to respond to reporting need and specific request from partners.
- Support partners willing to produce analytical maps/reports for advocacy and representation purpose (i.e. not maps related directly to interventions such as fact sheet or community profiling)

### 4. CONTRIBUTING TO THE CONSORTIUM STRATEGIC THINKING NOTABLY BY SUBSTANTIATING RELEVANT DATA IN CLOSE COLLABORATION WITH THE SECRETARIAT

- Support CTC and CREP in managing and visualizing data that can help improve the Consortium practices and its reporting to donors and other stakeholders

### 5. ENGAGING WITH EXTERNAL STAKEHOLDERS GENERATING DATA SUCH AS OCHA, CLUSTERS, ETC

- Monitor data generated by other organizations and identify what can be of use for the Consortium
- In collaboration with CTC, liaise with other stakeholders to develop synergies for data collection and analysis (e.g. get shape files from OCHA for mapping)

## Three main expected achievements

- The MEAL TF is sustainable and capacitated to serve as main platform for partners and secretariat to discuss, develop and implement tools and processes in regards to information management and data analysis
- The IMS improves and evolves, its architecture is enhanced, information gathered from consortium partners are up to date and a system progressively generating automatic, consolidated and relevant data analysis on a regular basis, entailing all components, is set-up

- The MEAL Coordinator and partners work together to produce formalized and systematized data analysis partners need in relation to triggers leading to forcible transfer (i.e. settlement-related threats as demolitions, confiscation, settler violence, etc.)

### Team & coordination

The position does not require direct supervision of staff. However, it will require a substantial amount of coordination:

- with the CTC
- with each working group in the Consortium
- with each Consortium agency
- with external stakeholders such as OCHA IMU

## Profiling

### Knowledge and Know-How

	INDISPENSABLE	APPRECIATED
<b>EDUCATIONAL BACKGROUND</b>	Degree in Social and Human Sciences or Statistics, and a background in research methods.	Information Technology
<b>PROFESSIONAL BACKGROUND</b>	Previous experience in data management, data analysis and Information Management System Experience in program design and M&E plan development (Ability to design M&E tools, surveys, surveillance systems, and evaluations)	Previous Monitoring and Evaluation experience
<b>KNOWLEDGE &amp; APTITUDES</b>	Data processing and analysis: <ul style="list-style-type: none"> <li>• Data mining</li> <li>• Data cleaning and munging</li> <li>• Data visualization and reporting techniques</li> </ul> Analyzing quantitative and/or qualitative data  Summarizing findings  Strong and proven capacity in diplomatically working among an integrated multi-cultural project team  Strong knowledge of the political and humanitarian context in the oPt	
<b>LANGUAGES</b>	<ul style="list-style-type: none"> <li>• English</li> <li>• Others</li> </ul> <b>Excellent</b> command in writing and speaking English	Knowledge of Arabic is an asset
<b>COMPUTER</b>	Word, Excel (advanced), Outlook, Powerpoint Statistical packages (SPSS, Stata, R or alike) GIS software (QGIS, ArcGIS or alike)	SQL databases and database querying languages Programming (e.g. XML, Javascript or ETL frameworks) Infographic design skills (suit Adobe, etc)

## Essential qualities

- Diplomacy
- Dynamic
- Availability, flexibility
- Ability to multitasks
- Accuracy
- Accountability
- Calm and stress resistant
- Analytic Problem-Solving
- Effective Communication
- Creative Thinking

## Conditions

### Status

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

### Salary package

- ▶ **MONTHLY GROSS SALARY:** from 2 200 up to 2530 Euros depending on the experience in International Solidarity + 50€ per semester seniority with PUI.

### Benefits

- ▶ **COST COVERED** Round-trip transportation to and from home / mission (travel expenses include visas, vaccines...)
- ▶ **INSURANCE** including medical coverage and complementary healthcare, 24/24 assistance and repatriation
- ▶ **HOUSING:** Monthly allowance
- ▶ **DAILY LIVING EXPENSES** "Per diem"
- ▶ **BREAK POLICY** 5 working days at 3 and 9 months
- ▶ **PAID LEAVE POLICY** 5 weeks of paid leaves per year + return ticket every 6 months