

JOB DESCRIPTION

Preliminary job information

Job Title	Monitoring, Evaluation, Accountability and Learning Manager
Country and Base of posting	Afghanistan, Jalalabad
Reports to	Deputy Head of Mission for Programs
Duration of Mission	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 200 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 22 countries – in Africa, Asia, Middle East, Eastern Europe and France.

Afghan mission is the oldest PUI mission, with first medical intervention launched in 1979 just after the Soviet Invasion.

Since then, the country has mostly been in conflict, with national armed groups and international forces, causing mass casualties and massive movements of population, within or out of the country. In 2018, 372 000 people have been internally displaced (bringing the total number of displaced people to 2.6 million at the end of 2018). The same time, there has been an influx of more than 3.3mln Afghan returnees from Iran and Pakistan. This high number of returns is putting pressure on host communities that are already strained by the conflict.

The achievements realized by the international community following the post-2001 intervention are now jeopardized by the intensification of conflict and violence and fragile governance. Indeed, due to the increase of the attacks, casualties, displacements and consequently, of the acute needs, the United Nations reclassified Afghanistan conflict from a protracted one to an active one. Many armed groups (mainly Islamic State of Afghanistan) are threatening the Government of Afghanistan, struggling to impose its vision of development, despite continuous extended military, financial and political support, nationally and internationally.

Insecurity, economic concerns, governance issues and increased pressure on the delivery of services are pushing many Afghans to risk their lives fleeing to Europe, as they see no future in Afghanistan. Afghan refugees represent the third largest refugee group worldwide and the second largest contingent of asylum seekers to the EU.

In this scenario, with elevated pressure on aid actors, the capacity to deliver aid to the most in need in remote areas is jeopardized. Access on field remains one of the biggest challenges in Afghanistan, especially in some provinces, including Nangarhar and Kunar. The humanitarian crisis is looming as actors are overstretched and resources oriented to other crises. A high capacity to deliver aid is then required in such a complex environment where humanitarian needs are huge.

PUI's Strategy/ Position in the country

PUI strategy is to address the fundamental needs of the Afghan population in respect with all humanitarian principles. Indeed, neutrality and impartiality are key principles to respect in order to enable humanitarian access to the affected populations.

PUI has a strong health expertise in the country that can be used as an entry point to implement an integrated approach to support the population to regain their most basic needs and also to their self-sufficiency. Indeed, such problems as malnutrition and undernutrition request a multi sectoral and comprehensive response in order to decrease the prevalence of the phenomenon.

Since the beginning of 2013, PUI in Afghanistan started interventions on emergency preparedness and medical interventions for conflict-affected populations. As Afghanistan became the world's deadliest conflict in 2018 with 59% annual increase in terrorism-related deaths,, it is indeed crucial to have health staff prepared and equipped for mass casualties, and also to implement responses to population displacements.

Due to the violent recent history of the country and the constantly high number of security incidents in the country, PUI is developing an advocacy plan for development of Psychosocial First Aid (PFA) in the country in order to support the development of such activity nationwide. In order to better integrate its health activities, PUI also conduct WaSH activities in the health facilities.

The main programmatic objectives of the mission for 2019-2021 are:

PUI is planning to address the needs of conflict-affected IDPs and populations in general, drought-affected IDPs, to improve access and quality of health and nutrition services as well as to tackle the PSS needs of the humanitarian workers who are exposed to traumatic events in their daily work. A specific focus is given on women's health and their access to quality health services.

History of the mission and current program

Prior to the Première Urgence Internationale (PUI) merger, AMI had been present among local populations in Afghanistan since 1980 for health programs. To be noted that PUI remains to be called PU-AMI in Afghanistan. Currently, the organization is running the following programs in Nangarhar, Kunar, Nuristan and Laghman provinces.

Emergency life-saving health intervention:

This program funded by ECHO started in May 2013. Preparing for a possible escalation of the conflict in the province, senior medical staff are trained on emergency medical care and will replicate the trainings to the staff of selected BPHS health facilities. Specific operational plans with definition of early warning systems are developed. With the evolution of the context PUI is scaling-up its emergency activities in Nangarhar as well, extending the successful interventions in Kunar and with additional tailored activities in assistance to IDPs.

Although Afghanistan has been almost continuously at war for the last 4 decades with high trauma caseload and indiscriminate targeting between civilians and fighters, PFA is very little developed.

As key health actor, PUI is working in health facilities to provide primary healthcare services. Linked with continuous fights in the areas and persistent pressure from armed opposition groups (AOGs) on strategic axis and locations, trauma caseload has been increasing as well.

Integrated to health services developed at community or health facility level, PUI has been developing, first as a pilot project and now at broader scale, the provision of PFA and psychosocial support.

Although psychological trauma largely remains a taboo and resilience of population in Afghanistan seems high, it however highlights the need for PFA in order to decrease the risk of mental disorders and to document the causes of trauma.

Nutrition programmes:

While chronic malnutrition is a major health public issue at the national level, Global Acute Malnutrition also is a major challenge for health stakeholders. PUI then receives the support of OFDA for the implementation of an Integrated Management of Acute Malnutrition program covering the whole province of Kunar where SAM rate (6-59 months population considered) is constantly above 2% and GAM rate above the alert threshold. Currently, nutrition component is largely present in PUI interventions both mobile and static.

WaSH

To ensure the health services are provided respecting the basic WAaSH standards, PUI ensures the rehabilitation of sanitation, latrines, water supply systems. PUI also provides assistance to the health and nutrition facilities through drilling of boreholes powered through solar panels. PUI works on hygiene kits, NFI distribution, and hygiene promotion as well.

Configuration of the Mission	
BUDGET 2020	7 million EUR
BASES	Kabul (coordination office), Jalalabad (field office), Asadabad (field office)
NUMBER OF EXPATRIATES	12
NUMBER OF NATIONAL STAFF	250
NUMBER OF CURRENT PROJECTS	2 (additional grants are under negotiations)
MAIN PARTNERS	ECHO, USAID/OFDA
ACTIVITY SECTORS	Health Nutrition Multi-sectorial Emergency Response Mechanism / Cash-based assistance Protection WaSH
EXPATRIATE TEAM ON-SITE	Kabul Country Management: Head of Mission, Deputy HoM Programs, Grants Officer, Health Coordinator, Finance Coordinator, HR Coordinator, Logistics Coordinator Jalalabad Management: Field Coordinator, Deputy Field Coordinator Programs, MHPSS Technical Advisor, MEAL Manager, Log-Admin Coach

Job Description

Overall objective

The Monitoring, Evaluation, Accountability and Learning Manager will be working under direct management of Deputy Head of Mission for Programs (DHoM) in Jalalabad. S/he will be in charge of the development, technical supervision and implementation of Monitoring, Evaluation, Accountability and Learning (MEAL) activities. Depending on the security situation s/he will be mainly based in the Field Office in Jalalabad (Nangarhar province, 2/3 time) with frequent trips to Kabul Office for coordination purposes and liaising with stakeholders at national level (1/3 time).

Tasks and Responsibilities

- ▶ **MEAL:** S/he will be responsible for oversight of all MEAL activities – data collection, data analysis, accountability and learning – for all program implemented by PUI in the eastern region in health, nutrition, WaSH and MHPSS sectors. S/he will be responsible for designing MEAL plans for each of the projects, supporting Project Managers in monitoring implemented activities, preparing MEAL methodologies, tools and reports. S/he will be also responsible for direct management of MEAL team based in the eastern region.
- ▶ **Representation:** S/he will liaise with stakeholders in Afghanistan working on MEAL.
- ▶ **Strategy/Advocacy:** S/he will support DHoMP in the design of MEAL strategy for the mission, development of strategic document for the department and capacity building of technical and program team on MEAL sector.

Specific objectives and linked activities

1. DESIGN, IMPLEMENTATION AND SUPERVISION OF MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING ACTIVITIES

Monitoring and evaluation:

- ▶ Developing Monitoring and Evaluation plans for projects implemented in the eastern region (project M&E frameworks, baseline, midterm and end-line methodologies, specific monitoring activities in the field)
- ▶ Implementing and ensuring high quality of monitoring and evaluation activities conducted in the east, its timeliness and as per PUI and donors standards
- ▶ Supporting Deputy Field Coordinator and Project Managers in preparation of project monitoring and evaluation tools and activities (e.g. PMT)
- ▶ Developing survey plans, survey methodologies and necessary tools, preparing survey reports with analysis of data and recommendation for project teams
- ▶ Developing monitoring plans, monitoring methodologies and necessary tools, preparing monitoring visits reports and recommendations for the project teams
- ▶ Planning and implementation of internal evaluation activities for implemented projects

Accountability:

- ▶ Supervises implementation of Beneficiary Feedback Mechanism in the eastern region according to PUI CFM SOPs and prepares regular reports on beneficiaries complaints to project team and DHoM
- ▶ Coordinates with program team and follow up on the received feedbacks and complaints
- ▶ Ensures proper visibility and awareness among targeted communities of PUI Beneficiary Feedback Mechanism (promotion of the existing system, facilitation of meetings with communities on BFM etc)
- ▶ Ensures proper mechanism for follow up of sensitive complaints according to PUI Beneficiary Feedback Mechanism SOPs

Learning

- ▶ Designs Learning SOPs for PUI mission, together with relevant tools and methodology
- ▶ Facilitates learning process across all departments in the eastern region – coordinates collection of lessons learnt, preparation of recommendations and following up on implementation
- ▶ Prepares lessons learnt reports and contribution to project review meetings, closure meetings, kick-off meetings and proposals preparations

2. HUMAN RESOURCES MANAGEMENT

- ▶ Direct management of MEAL Team in eastern region – M&E Unit, Data management Unit and Accountability Unit
- ▶ Technical support for MEAL Team in eastern region – data collection, data management, design and preparation of data collection tools, data analysis and report writing
- ▶ Responsible for identification of capacity gaps among MEAL staff and capacity building activities (trainings, one-on-one support) in respective technical fields
- ▶ Responsible for recruitment and performance evaluation of MEAL staff in the east region

3. DATA MANAGEMENT

- ▶ Ensures high quality of data collected during all MEAL activities – performs regular data quality check to ensure received data is reliable and accurate
- ▶ Supervises preparation of necessary databases, data collection tools and analysis, as per PUI sector requirements and guidelines, as well as national specific regulations (e.g. MoPH, clusters etc)
- ▶ Ensures PUI data protection protocol is in place for MEAL databases

4. STRATEGY AND CAPITALIZATION

- ▶ Supports DHoMP in preparation of the technical department strategy, especially for MEAL sector
- ▶ Responsible for development or revision of strategic MEAL document and SOPs – Community Feedback Mechanism SOPs, Learning Database SOPs, Data collection and Management SOPs
- ▶ Supports proposal writing process, especially development of logical frameworks, MEAL plans, MEAL related budget
- ▶ Prepares methodologies for impact indicators calculation and reporting as per PUI, clusters and donors requirements

Team Management

Number of people to manage and their position – 12 in total: 1 M&E Officer, 4 M&E Supervisors, 2 Database Officers, 1 Accountability Officer, 4 Accountability Supervisors

- ▶ Direct management: 4 (1 M&E Officer, 2 Database Officers, 1 Accountability Officer)
- ▶ Functional link: 4 (2 Project Managers, MHPSS Manager, Construction Engineer)

Other Interfaces

- ▶ Internal: Field Coordinator, Deputy Field Coordinator for Programs, Deputy Health Coordinator, MHPSS Advisor, Grants Officer
- ▶ External: national and regional authorities, partners in coordination mechanisms, other partners and stakeholders

Required Profile

Required Skills and Know-How

	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none">▶ Bachelor's or Master's degree in a field related to Project Management, international development and/or social sciences	
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none">▶ Humanitarian▶ International▶ Technical	<ul style="list-style-type: none">▶ Experience in MEAL Management position▶ Experience in Project Management positions▶ Experience in MEAL systems development and set-up▶ Experience in security and cultural sensitive contexts▶ Experience in remote management	<ul style="list-style-type: none">▶ Experience with PUI▶ Experience as MEAL Manager

KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> ▶ Capacity for analysing and synthesizing comprehensive information & technical data ▶ Good written communication skills ▶ Knowledge of project management ▶ Knowledge of donor MEAL requirements and expectations ▶ Knowledge of accountability systems and associated changes ▶ Ability to transfer knowledge to diverse audiences through training 	<ul style="list-style-type: none"> ▶ Prior knowledge of the country/region will be considered as an asset;
LANGUAGES <ul style="list-style-type: none"> ▶ English ▶ Other (please specify) 	<p>Excellent command of oral and written English</p>	<p>Dari</p>
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 & database Management software 	

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

- ▶ Ability to work independently and with a sense of initiative and responsibility
- ▶ High stress tolerance
- ▶ Work experience in a confined and/or insecure locations
- ▶ Diplomatic and open-minded
- ▶ Good analytical skills
- ▶ Strong communication skills
- ▶ Ability to organize and manage priorities
- ▶ Ability to respect security rules
- ▶ Ability to take into consideration the local environment and its political, economic and historical aspects
- ▶ Moving forward in a changing environment

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** ensured by per-diem
- ▶ **BREAK POLICY:** break every 2 months + break allowance
- ▶ **PAID LEAVE POLICY:** 5 weeks of paid leave per year + return ticket every 6 months