

Job Title: National Monitoring & Evaluation Officer FT NOB Damascus VA062-2018

Re-advertisement of VA150-2017

POSTING DATES

From 10 July 2018 to 24 July 2018

CONTRACT TYPE & DURATION

Type: Fixed term contract.

Duration: One year.

ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world **achieve Zero Hunger** in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

ORGANIZATIONAL CONTEXT

These jobs are found primarily in Country and Field Offices and report to the Deputy Country Director, Head of Programme or the designate, and operate under technical guidance from Performance Management & Monitoring Division and Office of Evaluation. Job holders are likely to be part of a team where senior support is readily available and may supervise a small number of junior staff to ensure that activities and project objectives are achieved in full.

JOB PURPOSE

Support monitoring and evaluation activities within a country of field office, ensuring that WFP programmes generate quality evidence on the outcomes and effects of WFP's food assistance activities on the lives of beneficiaries with which to inform operational decision making and strategic reorientation.

KEY ACCOUNTABILITIES (not all-inclusive)

1. Support planning and implementation of monitoring and evaluation activities on effectiveness of all food assistance (in-kind and cash-based transfers) interventions (e.g. beneficiary needs and status, food security status, programme modalities, implementation challenges, etc.).
2. Contribute to the monitoring and evaluation strategy in line with the new Corporate Results Framework and indicator compendium and support the Sub-Offices in implementing the M&E strategy.
3. Project Monitoring Plan: Prepare PMP and sampling for Logframe in alignment to the Integrated Road Map (IRM), new Corporate Results Framework in compliance with WFP's Minimum Monitoring Requirements (MMRs), incorporating gender and protection perspectives in all areas of work. Communicate and train field offices on appropriate sampling methodology and implementation.
4. Monitoring Tools: Outcome, cross cutting and process data collection. Review and design monitoring tools to align Monitoring checklists to the IRM and new Corporate Results Framework and Logframe in consultation with activity managers, and train WFP field monitors and third party facilitators on data collection methods.
5. Third Party Monitoring: Coordinate and train third party monitors to ensure consistency in approach and follow up on field observations. Contribute to transition plan to 100% WFP internal monitoring in accessible areas.
6. Reporting & Analysis: Analyse outcome data and recommend improvements to programme interventions and to enhance WFP's ability to demonstrate outcome focussed results. Statistical Package for Social Science (SPSS) will form an integral part in these monthly and quarterly analysis and reports.
7. Calculation of Outcome Indicators and drafting analysis with a balanced gender sensitive analysis for M&E Quarterly Narrative Reports. Contribute to the drafting of narrative M&E SPR sections at the end of the year. Prepare inputs for donor reports incl. preparation of quarterly ECHO report which outlines major monitoring achievements and coverage.
8. Train national and partner staff in appropriate monitoring and evaluation techniques to build capacity of staff, increase awareness on the importance of monitoring and evaluation and encourage accountability for demonstrating results.
9. Review and give technical feedback on monitoring and evaluation plans for new programmes and budget revisions to ensure that plans are risk-based and focus on measuring results (e.g. checking monitoring and evaluation budgets are allocated and appropriate log-frame indicators and outcome targets are documented).
10. Produce frequent monitoring and evaluation progress reports with status of results and implementation of improvements.

11. Follow-up on monitoring and evaluation findings to ensure that corrective actions are taken and/or adjustments are made to programme responses as required.
12. Train national and partner staff in appropriate monitoring and evaluation techniques to build capacity of staff, increase awareness on the importance of monitoring and evaluation and encourage accountability for demonstrating results.
13. Work in close collaboration with internal counterparts and external partners to strengthen the quality and consistency of monitoring and evaluation activities in the field.
14. Work in close collaboration with internal counterparts and external partners to strengthen the data quality, accuracy and consistency to build credible performance evidence.
15. Provide monitoring and evaluation findings and recommendations to support performance planning and risk analysis, emergency preparedness, security risk management and risk mitigation activities.
16. Act in an assigned emergency response capacity as required to meet emergency food assistance needs.
17. Other tasks as required.

STANDARD MINIMUM QUALIFICATIONS

Education: Advanced University degree in Sociology, Social Development, Development Economics or Performance Management or other relevant field, or First University degree with additional years of relevant work experience and/or training/courses.

Language: Fluency in both oral and written communication in English and Arabic languages.

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- **At least three years of progressively responsible professional post graduate experience in monitoring, research or programme management.**
- **Knowledge of SPSS is mandatory**
- Experience in analysis using statistical software, specifically SPSS.
- Research experience using variety of analytical tools and methods for causality analysis, forecasting, and other data modeling needs.
- Performed monitoring, evaluations and assessments at multiple field locations.
- Knowledge and understanding of project management tools (Logical Framework analysis, project cycle management, objectives and indicators etc.)
- Strong leadership skills and a supportive management style
- Ability to understand the cultural and political environment and to work well with partners including local authorities.
- Experience of working within an insecure environment with responsibility for security planning, monitoring and management

FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level
Strategic Management	Utilizes up-to-date understanding of humanitarian and development actions in different contexts and knowledge of global geo-political issues, monitoring requirements and/or the evaluation mandate to enhance existing approaches, systems and processes to monitoring and/or evaluation that suit WFP's strategic and operational needs.
Performance Management	Demonstrates thorough understanding of WFP's performance management system and ability to manage resources and relationships to lead monitoring actions or deliver complex evaluations (including joint & interagency) of a variety of WFP programmes, processes or policies to WFP monitoring and/or evaluation quality standards.
Qualitative/Quantitative Methodology	Applies in-depth understanding of developing practice in analytical approaches, methods and tools for an appropriate mix to deliver quality monitoring results or complex evaluations on diverse topics relevant to WFP's strategic and operational results frameworks.
Technical Communication	Able to tailor and synthesize evaluation evidence and engage diverse internal and external stakeholders proactively in appropriate ways to maximize learning and use of evaluation concepts and evidence for improving WFP programme performance.
Programme Monitoring and Review	Applies programme lifecycle knowledge to the development of monitoring systems and applies corporate guidance to draft ToR, co-lead Programme Review implementation, and draft initial findings and recommendations on the effectiveness of food assistance activities.

TERMS AND CONDITIONS

- Please upload your CV in English
- Only short-listed candidates shall be contacted.
- Candidates must get an auto confirmation email once applying.
- Female candidates are strongly encouraged to apply.

HOW TO APPLY

Internal Candidates

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=85659&company=C0000168410P&username=>

External Candidates

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=85659&company=C0000168410P&username=>

Female applicants and qualified applicants from developing countries are especially encouraged to apply

WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status.

No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.