

REPUBLIC OF LEBANON
MINISTRY OF SOCIAL AFFAIRS

Vacancy Announcement

Monitoring & Evaluation Officer

Terms of Reference

Summary

Title	Monitoring & Evaluation Officer
Purpose	Support the Ministry of Social Affairs in monitoring and evaluation of MoSA “Building Resilience & Development Program” – the National Work Plan for safeguarding women and children in Lebanon
Location	Ministry of Social Affairs –Beirut (with frequent mission to the field)
Duration	12 months
Start Date	As soon as possible
Reporting to	Direct reporting to Project Manager of the “Building Resilience & Development Program” National Work Plan Under guidance of Director of SDCs Department at MoSA- ,

Background

Lebanon is currently facing one of the most dangerous crises in its modern history, resulting from the massive influx of more than 1.5 million Syrians into its territory, the majority being women and children. They live in difficult conditions and are distributed among the poorest Lebanese regions, increasing and the hosting communities their vulnerabilities

The Government of Lebanon in collaboration with the United Nations, has developed the Lebanon Crisis Response Plan 2015-2016 which addresses three key priorities:

- 1) Ensure humanitarian assistance and protection for the most vulnerable among the displaced from Syria and the poorest Lebanese
- 2) Strengthen the capacity of national and local service delivery systems to expand access to and quality of basic public services
- 3) Reinforce Lebanon’s economic, social, environmental, and institutional stability – emphasizing opportunities for vulnerable youth to counter the risk of radicalization. Its strategic direction was welcomed by the international support group to Lebanon at the Berlin conference on the Syria refugee situation, in October 2014.

In this respect, and in commitment to its leading role in fulfilling these priorities, the Ministry of Social Affairs has signed a collaboration program with UNICEF under the title “Building Resilience and Development Program” which has become MoSA’s National Plan for Safeguarding Children and Women in Lebanon.

The Plan aims to provide the possible and best protection services to girls, boys, women and service providers in the fields of child protection, GBV and health. It also aims at supporting the Ministry in better structuring the

child and women protection sectors both on the local and national levels to build the capacity of national protection systems.

Justification

The Ministry of Social Affairs will contract the services of a Monitoring and Evaluation Officer to provide technical assistance and support the Social Development Centers in ensuring timely implementation and monitoring of activities in coordination with the concerned divisions at MoSA (SDC and child juvenile protection divisions). The Monitoring and Evaluation Officer will work under the supervision of the National Plan Project Manager and the day-to-day guidance from the head of the SDC Department.

Summary of tasks

1. Work closely with the M&E Officer of the Emergency Response Unit to:
 - a. Collect all reporting samples currently used in the centers and discuss it with central level for updates and adaptation to be in line with the requirements of the national plan.
 - b. Prepare reporting samples for SDC team, related to each component – as per the activity lines of the national plan in line with the LCRP indicators.
 - c. Train SDC team on a unified reporting mechanism and required data. Close follow up of the reports from the centers in coordination with directors in the regions and the central level managements (SDC department and project management).
2. Collect the reports from the centers; compile them into significant and accumulated data report or gap analysis, in order to forward it to SDC department management, for review.
3. Documentation of data in the ministry's software systems.
4. Coordinate with the Emergency Unit (CP, GBV, Health and Interagency IM sectors) in order to implement required indicators for the data collection of the activities.
5. Conduct monthly visits to the SDCs in order to provide the necessary assistance for reporting to the team and to monitor the correct data collection system.
6. Prepare periodic reports to local level management and project management, providing statistics and studies on the ongoing process of the work at the selected SDCs.
7. Collaborate closely with the MIS consultant at the ministry regarding the development of data collection tools.

KEY ACCOUNTABILITIES AND DUTIES

Monitoring and Evaluation Officer is accountable for the accomplishment of the stated key end-results by providing professional expertise and assistance in information/data collection, statistics and data analysis, monitoring & evaluation (M&E), preparation of reports,, as follows:

Integrated Monitoring, Evaluation & Research Planning (IMEP):

- Make professional contributions to and provide technical assistance for the planning and establishing of the major research, monitoring and evaluation activities in the national plan.
- Support and contribute to effectively joint evaluations with different departments in the ministry.

- In close consultation with management and liaison with colleagues and CP and GBV coordinators, make a professional contribution to formulation of the IMEPs from a sound results-based programming process and collaborative working relations.

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Situation Monitoring and Assessment:

- In coordination with central management and SDCs, support the collection of indicators to improve integrated national planning on CP and GBV.
- Support management of available baseline information on national statistics and key indicators on CP and GBV through established databases (softcopies) for easy access and use. Support in preparing country level statistical reports on the status of children's and women's human rights issues,
- Coordinate with the Central level and SDC directors and provide assistance in their using up-to-date information in, Reviews, Reports or other progress reports.
- In humanitarian response situations, support the M&E of the emergency unit in providing technical support for a rapid assessment (inter-agency or independently if necessary) to be carried out within the first 48-72 hours or update assessment

Programme Performance Monitoring

- Provide technical support as necessary to identifying and adjusting a set of programme performance indicators, in the context of the Rolling Annual Work Plan between UNICEF and MOSA
- Provide technical support to ensure that monitoring system are in place and that key annual program indicators are tracked and analyzed, including those related to partnerships initiative, and provided regularly to the /Steering Committee Team to guide program and management decisions.
- Carry out data collection and analysis from field visits, standardizing them across programs, to feed into to programme performance monitoring.
- Contribute to the preparation of National Plan management reports drawing on monitoring and analysis of key indicators. Assist in the preparation of reports on systemic issues, good practices or any other analysis or data related to program implementation and/or evaluation, including programme's performance, relevance, efficiency, effectiveness, and sustainability; as well as good practices in partnerships and collaborative relationships.

Evaluation and M&E Capacity Building

- Provide technical support to ensure that evaluation design and management meet quality standards as outlined in MoSA and UNICEF Programme Policies and Procedures and related stand-alone Evaluation Technical Notes, when necessary seek expertise of knowledge institutions.
- Review and provide technical comments on National Plan related draft evaluation reports. Contribute to the effective dissemination and sharing of knowledge, findings, conclusions, recommendations and lessons from evaluation to the intended audience as described in the Terms of Reference with a view to improving programme performance and contributing to wider learning.
- Provide assistance in tracking to ensure that a National Plan management response to the findings and recommendations of the evaluation is completed, recorded, and followed up for implementation.

Expected background and Experience

- Masters degree in Social Sciences, Development Studies, Economics, Statistics, Education with 4 years of Professional work experience in programme development and implementation including monitoring and evaluation activities / or Bachelor degree in above mentioned fields with 7 years of experience.
- Technical Knowledge:
 - Knowledge of Project and Activity Evaluation.
 - Professional technical knowledge/expertise in Data Collection, Evaluation Design, Evaluation Process Management, Follow-up on Recommendations and Dissemination of M&E results, Activity Monitoring & Evaluation and Data Analysis.
 - Methodology of M&E, theories, standards and models, quantitative/qualitative/mixed methods, validity/reliability testing of data, data analysis and interpretation, and statistical inference methods.
 - Knowledge/expertise of best practices, lessons learned and communication.
 - Understanding of UNICEF's and MoSA's policies and procedures for programming, monitoring and evaluation guidelines and of latest programme monitoring and evaluation theory, methodology, technology and tools.
- Fluency in Arabic (verbal and written). Good written and spoken skills in the language of the humanitarian operation: English.

Competencies:

- Communication skills and ability to successfully and effectively liaise with people in a wide range of functions in a multi-cultural environment
- Capacity to maintain Interpersonal relations
- Conflict resolution skills
- Minor management abilities
- Time and self-management aptitudes
- Ability to have strong believes in the represented agency's positions
- Demonstrate understanding of issues related to confidentiality, data safety and other ethical concerns related to the sharing on sensitive data
- Offer great organizational skills and efficiency in meeting commitments, observing deadlines and achieving results
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treat all people fairly without favoritism - Gender equality and diversity awareness
- Ability to work in a multicultural environment with sound understanding

To apply for this position, kindly send your resume with a cover letter to the following address, by Friday May 1, 2015: **hr.mosa@outlook.com**.

The email subject should be the position title.