

Job Title: National Monitoring & Evaluation Officer (NOB) Damascus VA083-2019

POSTING DATES

From 17 October 2019 to 31 October 2019

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)

Effective Cooperation

- Interact with HR and Procurement on the recruitment and procurement of evaluation/review staff and services
- Coordinate and follow-up with WFP Country and Field Office staff, as well as national, provincial, and local government officials, and any other stakeholders or external collaborators to ensure the evaluations and reviews can be conducted smoothly
 - a. Interact with WFP office staff on all logistics, administrative and approval topics to facilitate evaluations and review
 - b. Interact with the line Ministry staff and partner on evaluation-related issues and approvals and draft necessary documents
 - c. Interact with local authorities on matters related to the evaluation
- Coordinate between the evaluation teams, reviewers and local counterparts (including the data collection firm and project implementing partners), ensuring that
 - a. Collaboration is effective and productive
 - b. Concerns are effectively communicated between parties
 - c. Emerging issues that may be of potential concern to one or both parties are flagged

Impact Evaluation Field Coordination and Supervision

- Help ensure that targets are met on time, and that all activities are carried out in accordance with the study design.
- Work closely with the implementing organization to ensure compliance with randomization protocols and treatment assignments are administered according to the agreed upon protocols and plans.
- Ensure that evaluation activities that need to take place prior rollout of interventions (e.g., baseline data collection; randomization) are effectively carried out.
- Visit as many study communities as possible to ensure that they have the assigned program status and gather general information about the implementation process.
- Monitor implementation activities so that the evaluation team understands and has documented the details of implementation across study areas.
- As requested, gather observational data on key contextual factors (e.g., data on other development organizations operating in study communities).
- Take notes on problems with implementation issues and challenges that deviate from the study protocols and alert the evaluation team as soon as possible.

Quantitative Survey Design and Data Collection Supervision

- Assist in the design and revision of quantitative survey questionnaires for baseline and follow-up data collection as well as survey manuals; and liaise with technical support staff for survey software as necessary.
- Participate in training and sensitizing of enumerators and field-testing of questionnaires.
- Run pilot survey exercises, provide feedback on field operations and survey instruments, and make and monitor improvements.
- Conduct daily monitoring and supervision of the firm contracted to carry out data collection, helping to ensure that sampling strategies are implemented adequately and that activities are carried out in a timely manner per the TOR.
- Assist the survey firm to prepare weekly progress reports of field work.
- Assist the survey firm in setting up data entry
- Verify that data entry is following a double-entry protocol and provide data quality control—conduct spot-checks, household re-visits, and cleaning of data.
- Ensure data quality, integrity of analysis, and adherence to budget throughout the fieldwork and data entry phases.
- As requested, conduct data analysis of the baselines and support drafting of the baseline reports.
- As requested, clean collected data with accompanying Stata do-files and documentation and contribute to reports, academic papers, and policy briefs.

Data analysis and report writing

- Keep the impact evaluation team and relevant members of the project implementation team routinely updated on activities, concerns, and decisions that need to be made.
- Prepare written reports on findings from qualitative investigations on particular matters.
- Prepare written reports with feedback and analysis of how the progress of program implementation.
- Prepare written reports with feedback and analysis on the piloting and fielding of survey instruments.
- Assist in the analysis of the survey data, and the writing of project reports and policy memos.

REQUIRED QUALIFICATIONS FOR ENTRY INTO THE ROLE

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. And ideally training in econometrics,

microeconomics, and development economics.

With an Advanced University Degree: At least 3 years of relevant experience or more of postgraduate progressively responsible professional expertise in a relevant field of work, with a background and interest in humanitarian development. Experience with Data Analysis using Excel and Statistics programmes. Research experience using variety of analytical tools and methods for causality analysis, forecasting, and other data modeling needs. Ability to understand the cultural and political environment and to work well with partners including local authorities.

With a First University Degree: At least 5 years of relevant experience or more of postgraduate progressively responsible professional expertise in a relevant field of work, with a background and interest in humanitarian development. Experience with Data Analysis using Excel and Statistics programmes. Research experience using variety of analytical tools and methods for causality analysis, forecasting, and other data modeling needs. Ability to understand the cultural and political environment and to work well with partners including local authorities.

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

DESIRABLE QUALIFICATIONS

- Ability to work independently and as part of a team
- Ability to work in very challenging and volatile settings
- Well organized, detail-oriented, and able to prioritize and manage multiple tasks simultaneously with minimal supervision.
- Demonstrated coordinate multiple teams of people, organizations and activities concurrently.
- Experience in the analysis of quantitative survey data.
- Experience using Stata or other statistics programmes
- Willingness to undertake regular and extended field visits and interact with different stakeholders.
- Previous experience with:
 - Designing original data collection protocols and large multi-topic survey instruments.
 - Panel survey data collection.
 - Paper and/or electronic data collection management.
 - Electronic data collection software.
 - Geo-spatial data collection.
 - Randomized impact evaluations.

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 professional CV in English in **PDF format** making sure to include the following in terms of “Experience”:
 - **Company/Organization name and scope of work of the organization**
 - **Exact Position Title**
 - **Contract type:** *part-time, full-time, volunteer, consultant, or freelancer*
 - **Start and End date of Employment for each position:** *From (dd/mm/yyyy) to (dd/mm/yyyy)*
 - **Responsibilities:** *To mention the main responsibilities that highlight your gained skills and experience*
- A proof of your experience will be required in the final stage of recruitment.
- *Only short-listed candidates, who meet the minimum requirements for the advertised position, shall be contacted. Candidates must get an auto confirmation email once application is submitted.*

HOW TO APPLY

Internal Candidates

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=107683&company=C0000168410P&username=>

External Candidates

<https://job-listing.wfp.org/sfcareer/jobreqcareer?jobId=107683&company=C0000168410P&username=>

**As WFP is dedicated to the goal of building a diverse and inclusive workplace and committed to have a multicultural environment to foster creativity and productivity,
Females and Individuals with Special Needs are strongly 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.