

## VACANCY NOTICE

<b>Job Title</b>	MEAL Specialist - Monitoring Evaluation Accountability and Learning
<b>Location</b>	Khartoum with frequent travels to the field offices (40/60 Khartoum/ field)
<b>Reporting To</b>	Programme Manager
<b>Job Purpose</b>	Provide technical guidance and field support to the IAS Sudan operations in terms of Monitoring, Evaluation, Accountability and Learning (MEAL). The position will be required to establish & mainstream M&E and Accountability systems for direct and partner implementation in Sudan in alignment with IAS and international humanitarian principles. The role also coordinate all M&E tasks & communication with internal and external platforms under the leadership and guidance of the Programme Manager.
<b>Primary Working Relations</b>	Sudan - The MEAL Officer, Programme Manager, Deputy Programme Manager, Project Coordinators Kenya - Inclusive Education MEAL Coordinator Sweden - MEAL Officer (HO)
<b>Organizational Overview</b>	<p>International Aid Services (IAS) is an operational part of Läkarmissionen in Sweden and founded on Christian core values. Believing that every human is unique and of equal value regardless of belief, gender, ethnicity, or any other factor that might provide grounds for discrimination.</p> <p>The core sectors IAS work in are Integrated Water Resource Management (IWRM)/ Water Sanitation and Health (WASH), Inclusive Education (IE), Education in Emergencies (EiE) and Civil Society Development (CSD).</p> <p>IAS is looking for a creative individual for our Head office in Khartoum, Sudan who has the experience and competencies to work as the MEAL Coordinator, taking the lead in enhancing quality documentation, accountability and learning for achieving breakthrough solutions, in bringing immediate and lasting changes in the lives of the people we serve in Sudan</p> <p>For more information about IAS, including its vision, mission and core values, please visit the IAS website at <a href="http://www.ias-intl.org">www.ias-intl.org</a></p>
<b>Special Attention</b>	Qualified female candidates and people with disabilities are encouraged to apply

### Primary Duties and Responsibilities

#### Program concept & Design

- Support the program in developing new projects by providing required secondary data on the context and thematic areas, learning from previous projects, and primary data from needs assessments.

#### Monitoring, Implementation & Reporting

- Ensure all approved projects have the following by the start of the project: standard log-frame, M&E plan with defined indicators, M&E calendar, Detailed implementation plan (DIP), field level data collection tools, mobile data collection tools, and databases for collection, consolidation and reporting.
- Ensure staff and partners are trained on the M&E and reporting requirements, and Core Humanitarian Standards.
- Ensure field staff are knowledgeable on technical aspects related to M&E, tools and quality standards and are able to comply.
- Develop ToR for baseline studies according to IAS quality standards and donor requirements, oversee the entire process and ensure quality of all deliverables.
- Ensure all projects (direct & partner implemented) have baselines for outcome level indicators.

- Key findings are shared with management at the program review meetings on a monthly basis.
- Ensure partner & direct implementation is monitored on a regular basis for quality standards, and humanitarian principles through schedule visits, data quality audits, spot check / verification visits against reports, and reports reviews (as per agreed schedule with donors and partnership).
- Ensure the effective functioning of the M&E system and that the outputs of this system reach management and other stakeholder on an accurate and timely manner.

#### **Project closeout, Evaluations, & learning**

- Ensure Learning events are conducted for direct & partner implemented projects before the closure of the project in order to document learnings and best practice for future programs.
- Ensure an end-line measurement of the outcome level indicators is conducted to understand the change the intervention contributed to.
- If required by the donor, ensure to lead / coordinate the end of project evaluation process in alignment with IAS and Core Humanitarian Standards.
- Develop ToR for evaluations according to IAS quality standards and donor requirements, oversee the entire process and ensure quality of all deliverables.
- Ensure key findings from the evaluations are shared with management and external entities as advised by the Programme Manager.
- Ensure all M&E data, reports, and records are clearly organized archived in a central location for future reference.

#### **Quality assurance, coordination, capacity building & management**

- Ensure IAS is well represented in M&E related working groups and forums both at local and national level.
- Ensure IAS' Vision, and Core Humanitarian principles are upheld in all aspects of the M&E function.
- Ensure all M&E staff supervised by this position are guided, mentored and their capacities built in order to deliver high quality outputs.
- Ensure partner capacity is built to comply and produce high quality M&E products in-line with IAS & donor standards & requirements.
- Ensure management of day-to-day M&E tasks are completed with appropriate resources, proper planning and to the highest standard required.

#### **Accountability**

- Develop/adapt contextually appropriate accountability tools and systems to enable response staff to better include communities in program planning, implementation and monitoring.
- Ensure information sharing, Consultation, Participation & Complaints and response of affected people is being conducted by MEAL and Field Officers
- Build the capacity of, support MEAL and Field Officers, and review accountability reports generated and share critical information with management for action planning.
- Participate in inter-agency coordination mechanisms on accountability, share learning and tools with other agencies and use experience of other agencies to improve IAS accountability plans and practices.

#### **Desired Minimum Qualifications/Experience**

- A Bachelor's degree in Education, Development Studies, Social Sciences or other related fields. Those with Master's degree in the relevant fields will have an added advantage
- Minimum 5 years working experience in a senior M&E position in an international organisation.
- Proven competence and success in training and mentoring staff and National Partners in Monitoring, Evaluation, Accountability and Learning (MEAL) and Operational Research.
- Strong English oral and writing skills; experience in writing and reviewing grant proposals and reports;
- High proficiency in computer programmes such as Outlook, Word, Excel, popular online social media, platforms and mobile apps.

#### **Skills/Attributes**

- Committed to IAS core values;
- Strong interpersonal skills with the ability to build positive relationships with staff and partners at all levels;
- Excellent in communication using face to face meetings, video conferencing, ZOOM, Teams, phone, email etc.
- Mentoring/coaching skills to function as a catalyst;

- Able to work with diverse cultures in different countries;
- Proactive and flexible work style with an interest in being part of a dynamic and demanding team;
- Strong analytic skills to facilitate informed strategic choices;
- Caring for the details to ensure quality while mastering the helicopter view too to ensure impact;
- Self-disciplined, high level of integrity, honest, respect for diversity, enthusiastic and ability to operate independently regardless of structures;

### Job Commitment

Starting Date	As soon as possible.
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### Submission of Application

Closing Date	<b>8 May 2021</b>
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Address	All applications should be submitted electronically to <b>ias-sudan-hr@ias-intl.org</b>
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Please use reference code “MEAL Specialist” in the e-mail subject line.

Other Information	<p>Please provide the following when applying for this post:</p> <ul style="list-style-type: none"> <li>• Cover letter explaining your motivation for seeking this job and to work in IAS.</li> <li>• Curriculum Vitae (CV) that contains details of your qualifications, experience, present position, current remuneration, contact details and names of three references.</li> <li>• Salary expectations.</li> </ul> <p>NB: IAS does not refund any expenses in connection with interviews. Only short-listed candidates will be contacted.</p> <p>IAS IS A SMOKE AND DRUG FREE ENVIRONMENT!</p>
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