

## Consortium Meal Coordinator

**Description: This is a 36 month (negotiable), new role with unaccompanied terms based in N'Djamena is a grade 4 role at a salary range €40,003 - €44,449 per annual plus benefits.**

### **Job Purpose:**

Concern Worldwide has recently been selected as Consortium Lead for a 3-year programme DIZA “*Programme de Développement Inclusif des Zones d’Accueil au Tchad*”, whose overall objective is to improve the living conditions and the resilience of the local population, including refugees and returnees to the areas in Eastern Chad (Ouaddai, Sila, Salamat Provinces).

The Monitoring, Evaluation, Accountability and Learning Coordinator is responsible for a crucial role in ensuring high quality programme planning, monitoring, evaluation and learning across the DIZA programme in Ouaddai, Sila and Salamat Provinces in collaboration with program managers and research partners. You will also provide high quality technical support during programme design and implementation.

Under the responsibility of the DIZA Consortium Coordinator, the Monitoring, Evaluation, Accountability and Learning Coordinator will work closely with the other M&E Focal points and DIZA staff of consortium partners and Concern’s Administrative staff, including HR, Logistics and IT functions, Programme Managers, Country Management Team (CMT) members.

### **Main Duties & Responsibilities**

#### **1. Monitoring and Evaluation:**

- In collaboration with the Consortium Coordinator, design, implement and oversee an M&E system that provides appropriate measures of programme progress against agreed objectives.
- Oversee the design and lead on the implementation of baseline, midline, and endline surveys for Concern’s DIZA programme in the 3 Provinces and provide support to the Program Managers in the review of follow-up documentation in relation to program activities
- Ensure that Concern continues to have robust tracking systems to provide relevant data according to donor requirements and for internal learning. Conduct periodic reviews of the overall follow-up action framework to ensure that monitoring tools are appropriate.
- Support the implementation of technical surveys working with the relevant Consortium’s teams to ensure that data collection techniques are robust, that staff and agents involved have a good understanding of their roles, and that the data analysis is timely and meaningful.
- Provide support to the programme in expanding the use of digital data collection and guidance on the use of DDG (Digital Data Gathering) devices for all data collection activities.
- Support the Program Managers in designing harmonized data collection tools by ensuring that these tools meet the requirements of donors.
- Ensure all aspects of the programme activities adhere to programme quality standards and policies (PM&E, accountability and mainstreaming of gender and protection) in a coherent and integrated manner.
- Take the lead on internal evaluations and be the focal point for external evaluations.

## **2. Research**

- Be the focal point for research partnerships related to DIZA. In particular, Provide technical advice and take part in conducting research for DIZA and support surveys for planned piece of research, in collaboration also with consortium partners' interventions, particularly on aspects pertaining to equality and empowerment of vulnerable groups.
- Provide support through operational research that supports the conduct of surveys and focus groups and other data collection operations.

## **3. Accountability:**

- Ensuring the highest accountability standard through good communication and information sharing within and outside the program and enabling the participation of staff, beneficiaries and other stakeholders at all stages of the project cycle.
- Support internal and external reporting by ensuring that the organization is aligned with the highest standards of compliance with donor requirements.
- In line with Concern Worldwide's commitments under the Core Humanitarian Standard (CHS), actively promote meaningful community participation at all stages of the project cycle (planning, implementation, M&E) and ensure that all staff and beneficiaries are trained and are aware of a Complaint Response Mechanism process.
- Adhere to the standards outlined in the Code of Conduct (CoC) with Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking Policy and ensure these policies are promoted to teams, partner organizations and beneficiaries.

## **4. Learning and Knowledge Management**

- Conduct the implementation of the Results Based Management System of DIZA by ensuring that the data from the program's periodic reviews are translated into a documented learning that has its roots in the programs, leads to adaptations of the program where this is necessary and contributes to institutional knowledge.
- Produce publication-quality documents based on DIZA's programmatic learning that can be shared more broadly within the humanitarian community.
- Assist the Country Management Team in developing specific papers and reports related to DIZA as needed.
- Provide support to the Program Managers in the management of the program and supporting files (hard copy and digital). Provide guidance and support to all staff regarding file storage protocol and archiving both digital and paper and server usage.

## **5. Capacity Building**

- Ensure needs-based training for Concern staff and partners on M&E tools is provided that will enable the teams to implement the M&E plan effectively. Expose staff to a range of M&E methodologies for the collection of both qualitative and quantitative data
- Ensure that knowledge of approaches filters down to front line staff and partners
- Work with programme management to support them to apply lessons learnt , follow up on progress through monitoring and provide on-going support

- Ensure sector consortium staff have the fundamental participatory PM&E knowledge, skills, attitudes and practices.

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## PERSON SPECIFICATION

### ESSENTIAL

#### Education, Qualifications & Experience Required:

- Master's degree in Development or Humanitarian Studies or in a similar field.
- A minimum of 3 years' experience in monitoring and evaluation activities for donor-funded initiatives, emphasis on impact and theories of change experience.
- Strong analytical skills and understating of all aspects of quality programming.
- Demonstrated experience of developing and managing different project cycle M&E steps and processes (M&E plans, logical frameworks, base and end-line surveys, mid-term and final evaluations, etc.);
- Demonstrated experience in applying quantitative and qualitative methodologies.
- Ability to translate M&E concepts into practical methods and tools for teams in the field.
- Budget management.
- Proven Experience of managing coordination mechanisms with multiple stakeholders, preferably within a consortium structure.
- Excellent communication skills (written and spoken) and significant experience in reporting to institutional donors in both English and French.
- Knowledge of Digital Data Gathering (DDG)
- Strong interpersonal skills and ability to work under pressure.

### DESIRABLE

#### Special Skills, Aptitude or Personality Requirements

- Ability to build productive working relationships within a multicultural and multidisciplinary team
- Positive attitude of "can-do", solution-oriented.
- Excellent writing and proofreading skills.
- Ability to organize and prioritize workload.
- Ability to cope with stress, to work under pressure in often strict deadlines.
- Ability to work on own initiative and in team
- Excellent knowledge of Microsoft Office.

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To apply: CVs should be submitted through our website at <https://jobs.concern.net> by **closing date**. **Due to the urgency of this position we may offer this post before the closing date.**

Concern is an equal opportunity employer and welcome applications from all section of the community.