

**Collaborating, Learning and Adapting (CLA) Adviser for the USAID funded Liberia Food Security, Nutrition, and Resilience (FSNR) Activity  
Liberia**

**About the role:** This is a new, 5 year role with accompanied terms based in Monrovia with frequent visits to project areas with a salary of Grade 4 of range from € 44,133 to 49,038

You will report to the Chief of Party, and you will line manage the MEAL Manager. You will also work closely with the Deputy Chief of Party, Head of Finance, consortium members and local implementing partners (NGO and private sector).

**This position is contingent on upon successful agreement award and USAID approval. We would like you to start in September 2022 (dependent on funding approval).**

Concern Worldwide seeks a CLA Adviser for an anticipated Food Security, Nutrition and Resilience programme in Liberia (contingent on funding). This programme will be a five-year consortium between four international partners, with Concern Worldwide as the lead. The programme will aim to improve Liberia's food and nutrition security and households' resilience. The Food Security, Nutrition and Resilience Programme seeks to support food security, nutrition and resilience status by: 1) strengthening smallholder farmers, women and youths ability to sustainably produce a diverse mix of nutritious and high-value crops using climate smart agriculture practices; 2) increasing aggregation, farm-level processing, value addition and marketing of targeted staple and commercial crops to increase incomes and create employment opportunities especially for women and youth; 3) supporting economic development and resilience through alternative livelihood opportunities, improved access, and participation in markets for smallholder farmers, agriculture cooperatives, women and youth groups, and subsistence farmers; and 4) enhancing year round availability, accessibility, and the utilization of nutritious food by households in targeted communities to enable them to improve their health and nutrition.

**Your purpose:**

The CLA Adviser will be responsible for the overall monitoring, evaluation, learning and accountability programme cycle management. Learning will be critical to the success of the programme and leadership skills are required to ensure that the programme team are accountable for the successful management of the programme and delivering results. The CLA Adviser will adhere to Concern's programme quality standards and ensure compliance with Concern and donor MEAL requirements. S/he will maintain positive and productive relationships with the donor and local and international partner organizations throughout the co-creation process and programme lifecycle. The successful candidate should possess substantial experience in managing MEAL on complex, multi-year USAID or other international donor-funded programmes. A priority for the CLA Adviser role extends to capacity building and knowledge transfer to high performing Liberian team members with a view to empowering their success during the life of the project.

**You will be responsible for:**

- Provide overall management, strategic direction, and technical leadership for programme MEAL to achieve expected programme results within budget and time-frame
- Serve as principal liaison to the COP on learning, ensuring high levels of coordination and maintaining productive working relations, while engaging with and nurturing relationships with all key stakeholders (partner organizations, local government, civil society, etc.) on MEAL and programmatic matters related to the programme.
- Liaise with USAID partners and other donors, as well as implementing partners and stakeholders, to ensure a collaborative shared learning model which is responsive to their demands.
- Manage the relationship on MEAL between all consortium partners and ensure partner MEAL activities are adhering to the agreed workplan and budget.
- Represent the programme in all MEAL technical, policy, and programmatic fora at all levels (regional, national, and international)
- Lead the MEAL team (e.g. technical, programme, finance, and operational staff) to ensure tasks, deliverables, and responsibilities are met.
- Provide leadership and oversee MEAL staff management including hiring, supervising, and mentoring programme staff to achieve programme goals and develop national partner MEAL capacity.
- Support quality control for MEAL deliverables and fulfil all donor and Concern Worldwide reporting requirements, including the production of timely and accurate reports.
- Direct preparation of MEAL annual work plans, learning products, review programme activities and ensure learning is integrated, and other MEAL-related communication and reporting materials.
- Oversee and contribute directly to production of communications products, including learning notes, reports, articles, videos, etc. Ensure products are well packaged for intended audiences
- Working with Communications, oversee proactive outreach through social media channels and ensure most effective methods to reach intended audiences are being effectively employed
- Oversee use of data and analytics to evaluate program outreach and engagement with wider audiences
- Using an adaptive management approach, track performance-monitoring analysis and apply course correction in collaboration with the COP and DCOP. Responsible for ensuring systematized use of data into learning systems to demonstrate data-driven decision-making.
- Collaborate with program management unit to ensure compliance with USAID rules and regulations as well as Concern policies and practices.
- Support regular communication and nurture collaborative relationships with all programme partners and Concern head offices
- Working with intervention teams, identify possibilities for cross-program partnerships and collaboration throughout the sector
- Lead the MEAL team to work collaboratively with the wider programme team, including advocacy, partners, and others, to ensure cross learning and input into new programme design based and delivery of the Country Strategic Plan.
- Ensure that there is a robust Core Humanitarian Standard (CHS) Improvement plan in place for the consortium, along with an accessible and inclusive Complaints Response Mechanism (CRM).

## **Accountability**

In line with Concern's commitments under the Core Humanitarian Standard (CHS):

- actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E);
- work with relevant colleagues to ensure that the Complaints and Response Mechanism (CRM) is functional and accessible, that feedback and complaints are welcomed and addressed;
- work with relevant colleagues to ensure that information about CRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities.

### Your skills and experience will include:

#### Essential:

- A Master's degree (equivalent) or higher in economics, research methodologies, statistical analysis, food security, international development, or another relevant field.
- A minimum of 7 years' work experience in a USAID CLA or MEAL management position; preferably 10 years or more, with progressive responsibilities in a field related to the successful implementation of the programme, such as food security, nutrition or resilience programmes
- A minimum of 5 years' experience managing complex multisector data, preferably for USAID awards.
- A minimum of 5 years' staff management experience leading multi-disciplinary teams in an environment conducive to learning and development. Experience coaching senior programme staff.
- Demonstrated leadership qualities, including MEAL, technical, management, and evaluation expertise for complex programmes in resource-constrained countries.
- Strong communication skills, including both written and oral presentation skills; proven ability to develop and communicate a common vision among diverse public and private partners.
- Experience collaborating and coordinating with local and national host government agencies and international agencies, and aligning programme activities and results with strategies.
- Knowledge of Core Humanitarian Standards, Sphere and other international humanitarian guidelines and protocols
- Fluency in written and spoken English.

#### We would also like

- Excellent interpersonal skills
- Cross cultural awareness and sensitivity.
- Good sense of humour
- Empathy with Concern's goals and a commitment to capacity building, protection and participation.
- Excellent communication skills
- Demonstrated experience of team building and working in a participatory manner.
- Flexible and adaptable approach to working in a changing environment

#### To apply

All applications should be submitted through our website at <https://jobs.concern.net> by closing date. CV's should be no more than 4 pages in length.

All candidates who are short-listed for a first round interview will be notified via email after the application deadline.

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

Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies.

### **Your Personal Data**

During this job application, you will provide Concern with your personal data. Concern takes its responsibilities towards this personal data very seriously and is committed to complying with all relevant data protection legislation.

Concern receives a substantial amount of funding from external donors each year. Increasingly donors are introducing requirements whereby future funding is conditional on ensuring that the name of any employee or volunteer (existing or new), does not appear on terrorism lists generated by the European Union (List of person, groups and entities to which Regulation (EC No. 2580/2001 applies), the US Government (Office of Foreign Assets Control list of specially designated Nationals and Blocked Persons) and the United Nations (Consolidated List).

Any offer of employment (either paid or voluntary) with Concern Worldwide will only be made following a successful clearance check being conducted on the applicant and such checks may be updated periodically during the course of the period of employment.

By submitting a formal application for paid or voluntary employment to Concern, you agree to Concern carrying out a clearance check as outlined above and that Concern will not proceed to recruit you should your name appear on any of the aforementioned lists

In certain circumstances, donors may request that personal data relating to employees to work on the activities that they fund be provided directly to them - so that they can perform their own counter terrorism checks. This may involve transferring some basic personal data outside the EEA. It will be a condition of your employment contract that Concern be allowed to share this information with institutional donors for these purposes.

For additional information please consult our web site or contact the Human Resource Division in our Head Office.

You have certain rights under data protection legislation. For more information on how to exercise those rights please visit [www.concern.net/about/privacy](http://www.concern.net/about/privacy)

Please only apply for this position if you are satisfied with the proposed processing of your personal data as outlined above.



Concern Worldwide is an Irish-based non-governmental, international, humanitarian organisation dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries.