

## Vaccancy Announcement

<b>Position</b>	<b>Deputy Country MEAL Manager</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Kyiv, Ukraine	<b>Type of contract</b>	Fixed term
<b>Contract duration</b>	12 months (renewable)	<b>Security risk level</b>	Risky (3/4)

## About Acted

For the past 30 years, Acted has been working at the forefront of humanitarian action to save lives. Acted supports more than 27 million people in 43 countries, meeting their needs in hard-to-reach areas, while pursuing a triple mandate as a humanitarian, environmental, and development actor. Acted relies on a deep understanding of local contexts to develop and implement long-term actions, in collaboration with a wide range of local and international partners, to collectively build a 3ZERO world: Zero Exclusion, Zero Carbon and Zero Poverty.

## Position's context and key challenges

Acted started its operations in Eastern Ukraine in 2015 to provide support to vulnerable people affected by the conflict that began in 2014. In 2022, as refugees are fleeing clashes across Ukraine triggered by military operations, Acted is now extending its activities to deliver critical assistance to displaced persons in the main hosting regions and to support self-help and local organizations groups that have spontaneously formed. As the number of civilian casualties continues to grow and damage to critical infrastructure increases, Acted is scaling-up its humanitarian assistance to help ensure those in transit, internally displaced or remaining in hotspots receive the basic support they need, including cash assistance, water, food and hot meals, blankets, hygiene supplies and access to mobile heating points. Finally, Acted is also taking part in the ongoing efforts to provide humanitarian assistance to refugees in the neighboring countries of Poland, Romania and Moldavia where 3 humanitarian response teams have been deployed.

## Key roles and responsibilities

The Deputy Country Monitoring, Evaluation, Accountability and Learning (MEAL) Manager contributes to designing and developing appropriate and viable Monitoring, Evaluation, Accountability and Learning systems that are in line with the Acted's global MEAL procedures and to ensure that Acted's projects and programs perform as planned.

### 1. Monitoring and Evaluation (M&E) Systems

#### 1.1. Operationalization of M&E Systems

- a) Oversee the development of mission plans for any assessments, monitoring and evaluations (baselines, mid-terms, endlines, evaluations) for each of the projects;
- b) Develop and oversee the implementation of appropriate data collection and analysis instruments, methodologies (e.g. survey questionnaires, focus group discussions, key-informant interviews) and data/information dissemination/utilization plans;
- c) Provide technical guidance and oversight over data collection activities and ensure that data collection teams are organized and resourced as needed, and that they deliver as per field mission plans and according to data quality standards;
- d) Analyze MEAL data and produce reports, factsheets with useful statistical analysis and presentation (charts, tables, histograms, box plots) as necessary in a timely manner;
- e) Ensure the provision of data to the Project Development Team for use in preparation of reports to donors and other stakeholders, as required;
- f) In collaboration with Coordination, trigger the necessary needs assessment(s) to ensure proposals are relevant;
- g) Contribute to donor proposals and fundraising efforts (particularly logical-framework designs and formulation of SMART indicators) and reports, through analysis and interpretation of findings;

- h) Provide MEAL related capacity building and awareness to partners and other institutions supported by Acted as appropriate;
- i) Provide MEAL related capacity building to internal teams as appropriate;
- j) Implement any recommendation discussed and agreed with the country management team and the Acted Director of Programmes;
- k) Represent Acted in different forums on MEAL related issues when required.

#### **1.2. Contribution to Technical and Systems Development**

- a) Contribute to the development and update of the country MEAL strategy, in coordination with the Country MEAL Manager;
- b) Support the development and regular update of consolidated MEAL work plan covering all ongoing projects and planned assessments of the mission;
- c) Contribute to ensuring a clear MEAL framework is developed for each ongoing project based on project proposals, implementation plans, and donor reporting requirements;
- d) Support the development, measurement, and reporting of qualitative and quantitative input, process, output, outcome, impact, objective, and goal-level performance indicators for all projects;
- e) Contribute to ensuring that the proposal budgets developed capture appropriate cost and financial information, to enable implementation of both internal and external MEAL components;
- f) Contribute to ensuring that MEAL findings are reflected and their recommendations are incorporated in future concept notes, proposals and implementation plans;
- g) Support the implementation of the MEAL policies and procedures as described in the Acted MEAL standard guidelines and make sure that the tools are followed as applicable;
- h) Support the effective roll-out of M&E collection and reporting systems to all staff and partners through training, site visits, manuals, and other technical support as needed. Ensure systems are well understood and properly implemented by staff and partners;

#### **2. Database and GIS**

- a) Support the development, on-going modifications, strengthening and functioning of the country level data management;
- b) Support the roll out and functionality monitoring of Database Management Systems (DBMS) and GIS across users including implementing partners as required;
- c) Contribute to the development of strategies to increase data use and demand amongst relevant
- d) staff and other data/information users;
- e) Contribute to designing and maintaining electronic and paper-based MIS/GIS systems for tracking and reporting all quantitative (spatial and non-spatial) data and information;
- f) Facilitate trainings for non-MEAL staff (e.g. PMs, PDs, TCs) on the use of project databases and database related reporting; for example, reporting on Acted's 28 global strategic program indicators;
- g) Provide capacity building on effective use of GIS/DB products and systems – or ensure that GIS/DB staff deliver this efficiently and effectively.

#### **3. Learning**

- a) Contribute to the proactive dissemination and to the use of knowledge gained through MEAL activities among Project Managers, Technical Coordinators and Project Development Manager/Officers;
- b) Contribute to the organization and facilitation of learning events in order to capture best practices and lessons learnt when a project closes or as required;
- c) Document and share the lessons learnt and best practices on time;
- d) Support project implementation and improvement by providing timely information around project successes to be scaled up as well as challenges to allow 'course correction' throughout life of the program.

#### **4. Beneficiary Complaints and Response Mechanism**

- a) Contribute to ensuring the effective functioning of the beneficiary CRM and that beneficiary complaints/feedback is adequately utilized by the program and coordination teams;
- e) Contribute to building capacity and understanding among Acted staff, partners and contractors on beneficiary accountability and CRM.

## 5. MEAL Team Management and Support

### 5.1. Team Management

- a) Ensure that MEAL staff understand and are able to perform their roles and responsibilities;
- b) Manage MEAL staff delineating their responsibilities and follow-up their work plans and day-to-day activities;
- c) Undertake regular appraisals of staff and follow career management as well as performance;

### 5.2. Capacity Building and Training

- d) Contribute to identifying the MEAL training needs of MEAL unit staff, discuss plans with the Country MEAL Manager for both internal and external trainings, and contribute to its implementation according to MEAL strategic and operational priorities;
- e) Technically support MEAL Officers with the aim of strengthening their technical capacity, exchanging knowledge within the MEAL team and providing professional development guidance.

## 6. Other

- a) Provide regular and timely updates on progress and challenges to supervisors and other team members;
- b) Represent Acted in high-level external forums at national level, such as MEAL technical working groups;
- c) Participate in MEAL-related conferences and workshops when possible and stay up to date with best practices and new knowledge created in the field of MEAL;
- d) Perform any other related activities as assigned by immediate supervisor.

## Required qualifications and technical competencies

- University Degree in Political Sciences, Public Administration, International Affairs, or a related field (anthropology, sociology, statistics)
- At least 2-5 years of professional experience in humanitarian and/or development organisations
- Experience with participatory appraisals and project cycle management encouraged
- Good organizational and communication skills with international and national staff and rural communities
- Ability to coordinate and manage a team
- Teamwork and team building skills, capacity building skills
- Flexibility and adaptability are essential, as well as the ability to plan, take initiative and work independently and under pressure
- Excellent communication and drafting skills in English
- Knowledge of the region an asset
- Familiarity with basic office software programs

## Conditions

- Salary between 2800 and 3000€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- Accommodation and food provided in Acted guesthouse
- Pension, health insurance, life insurance and repatriation assistance (& unemployment insurance for EU citizens)
- Flight tickets every 6 months & visa fees covered
- Contribution to the luggage transportation: up to 100 kgs, depending on the length of the contract
- R&R every 3 months, flight tickets covered up to \$500 and allowance of \$200
- Annual leave of 25 to 43 days per year
- One week pre-departure training in Acted HQ, including a 4-days in situ security training
- Tax advice (free 30-minute call with a tax consultant)
- Psychological assistance

## How to Apply



Please send your application (cover letter + resume) to [jobs@acted.org](mailto:jobs@acted.org) under Ref: **DMEALM/UKR**