



**We are searching for:
Monitoring and Evaluation Coordinator - Pakistan**

COUNTRY: Pakistan
Starting date: ASAP

CITY: Islamabad
Length of the assignment: 6 months.
Advertisement reference:
Surname/Name/Mecoordo/PAK

Handicap International is an independent and impartial international aid organisation working in situations of poverty and exclusion, conflict and disaster. Working alongside persons with disabilities and other vulnerable groups, our action and testimony are focused on responding to their essential needs, improving their living conditions and promoting respect for their dignity and their fundamental rights.

Handicap International is a not-for-profit organisation with no religious or political affiliation. It operates as a federation made up of a network of associations that provide it with human and financial resources, manage its projects and implement its actions and social mission.

Through its Emergency Response Department (ERD), created in 2006 after the merge with Atlas Logistique, the organization is committed to:

- Provide an adequate response to major natural disaster and conflict situations, anywhere in the world as much as possible within 72 hours;
- Provide assistance to vulnerable groups (refugees, IDPs, persons with injuries, elders, children, etc.) affected by a crisis and maximize the number of beneficiaries. Within vulnerable groups, target especially PwD and meet their specific needs;
- Constantly monitor chronic crises and/or conflicts to ensure preparedness for and rapid response to eventual emerging needs.

Directly linked to the Emergency Response Department of Handicap International, the expatriate will be mandated for the following mission:

MISSION CONTEXT

Handicap International is present in Pakistan since 2005, in response to the earthquake. From then, Handicap International has implemented firstly emergency activities, leading to a longer term strategy implemented since then.

In April 2009, offensive lasting months were launched by Government to wrest control of north-western districts from militants. Millions of persons were displaced by the conflict and returned a few months ago. Since then, there is still a lot of uncertainty on the stability of the area as threat of violence is constant, not to mention the confirmed presence of landmines, explosive remnants of war and other explosive devices.

In November 2009, a conflict broke out in South-Waziristan. Again, the PAK army tracked militants there. Others hundred of thousands of people fled to the district of Tank and D.I Khan in south NWFP.

In such a context, the response provided by the local and international community is designed to be global, therefore not taking in account the particular needs of the most vulnerable population (persons with disabilities/injuries/chronic diseases, older persons, etc). As a result, persons with special needs are most of the time forgotten because they are factually "invisible" to the relief actors.

To ensure an appropriate response is provided to the most vulnerable persons, HI is initiating a response to support the vulnerable communities at their place of return.

August 2010: the worst floods to hit Pakistan since 1929 have left more than three millions people in need of emergency assistance. In Khyber Pakhtunkhwa (KPK), the worst affected province, the Provincial Government now puts the death toll at nearly 1500 people, with more than 500 people still missing. The actual figures could

be higher as communication networks in many areas are still disrupted. Initial assessments indicate that Charsadda, Nowshera and Swat are amongst the worst affected districts. Other badly hit areas, including Lower and Upper Dir, remain largely inaccessible to humanitarian actors.

The intervention of the Emergency Response Department is therefore declined under three main axes:

Conflict response (ongoing since 2009) – KPK province -

- Direct response to the basic and specific needs of the vulnerable persons through mobile units:

1/ Provision of essential basic items / NFI mitigating their vulnerability

2/ Provision of specific items with regard to specific needs, including protection items

3/ Establishment of psychosocial support, specifically targeting the vulnerable persons

- Provision of safe and accessible water and sanitation (WASH) facilities for vulnerable persons with restricted mobility, through modification of the existing facilities and building of new facilities

- Emergency Mine Risk Education (EMRE), in order to mitigate the possible risk of accidents for this very exposed IDP population at the time of their return.

Response to the 2010 floods (ongoing since August 2010 in KPK and Sindh provinces) and to the 2011 floods in Sindh (ongoing since October 2011)

- Improve the access of affected population to safe drinking water on short term basis

- Emergency shelter and NFI distribution

- Support to solid waste /water management and cleaning debris in affected cities

- Disability and Vulnerability approach

Development activities (ongoing since 2005) – Kashmir and KPK -

- Disaster Risk reduction: a project about to start by early January

- Community based Rehabilitation: a project about to start by early January

MAIN RESPONSABILITIES OF THE EXPATRIATE

Based in Islamabad, under the responsibility of the Head of Mission, and in coordination with the deputy desk officer at HQ, you will be responsible for the monitoring and evaluation (M&E) of the HI Pakistan projects.

Your main responsibilities will be:

- **Assessment, Monitoring and Evaluation:** to support the implementation at the programs and coordination levels of assessment tools and a monitoring framework to track delivery regarding goals, objectives, results, activities, budget for all the projects implemented in Pakistan;
- **Database management :** to supervise a database operator, to ensure the collection of data and the management of project databases;
- **Proposals and reporting:** to ensure the quality, accuracy and update of proposals and reports regarding monitoring and evaluation aspects.

MAIN TASKS OF THE EXPATRIATE

STRATEGIC DEVELOPMENT OF THE PROGRAMS

- You ensure the quality and accuracy of monitoring and evaluation aspects described in proposals and reports (definition and follow up of indicators and number of beneficiaries, link with achieved activities and budget, both on a quantitative and qualitative aspect);
- You may be asked to support / lead assessment missions for the elaboration of new projects.

PROGRAM SUPPORT, MONITORING AND EVALUATION

- You develop and implement homogenous monitoring tools and ensure the coherence and the homogeneity of methodologies, indicators and results follow up for all the projects in line with projects design;
- You support program managers in the implementation of monitoring and evaluation processes;
- You support field coordinators in the gathering and analysis of the collected data;
- You review the monthly follow up of indicators for all the projects and analyze the consistency of data and information provided;
- You inform your head of mission of any relevant issue related to the project implementation and follow up (modification in target groups etc);
- implementation and follow up (modification in target groups etc);
- You organize field visits on each operational base on a regular basis;
- You organize and animate workgroups on a regular basis with each project manager;
- You may be asked to lead internal M&E training activities and facilitate capacity building for monitoring and evaluation.

DATABASE MANAGEMENT

- You support the field coordinators and program managers in developing and maintaining homogeneous assessment and follow up tools throughout our Pakistan projects;
- You ensure the quality and the accuracy of the collected data;
- You support the field database officers and operators in the data entry and ensure the quality and the accuracy of the database.

REPORTING

- You receive and take acknowledgment of technical Sitreps sent by the field; you analyse the data and give feedback when needed;
- You may be asked to regularly update donors on projects follow up (through contractual demand or ad hoc reports);
- You provide the head of mission with a mission report and/or handover document at the end of your contract;
- Debriefing at HQ at the end of your mission (and during Home-Break).

COORDINATION AND REPRESENTATION

- You participate to all the relevant co-ordination meetings in close collaboration with HoM and Field Coordinators;
- You ensure a good communication – coordination with each member of the team and ensure a close collaboration with other departments;
- You participate actively to coordination and information meetings (technical and M&E working groups, NGO coordination, etc.);

You may be asked to represent the organisation, its activities and programs during delegation visits.

SECURITY MANAGEMENT

- You ensure the respect of the security guideline and recommendations adopted on the mission, by yourself and the team under your responsibility, as well as the good functioning of the relative tools and process and the correct use and acknowledge from all the members under your responsibility;
- You ensure that every single incident you are involved in or witness of is reported as fast as possible through the appropriate channel.

PROFILE REQUIRED

- Master's Degree or equivalent in project cycle management;
- At least 3 years experience in the monitoring and evaluation of large scale programs;
- At least 3 years experience in supervising / supporting a team of at least 5 persons;
- Experience in the design and building of a monitoring and evaluation system;
- Good skills in the management and analysis of statistics;
- Proven experience in project writing and reporting;
- Good skills in organisation, co-ordination and the transfer of knowledge are essential;
- Excellent communication skills and a commitment to team work;
- Excellent written and spoken English;
- Ability to work under high pressure with a great level of personal organisation.

REQUIRED LANGUAGE SKILLS:

- Excellent written and spoken English;

EMPLOYMENT CONDITIONS:

Volunteer: 750 or 850 Euros monthly indemnity + living allowance paid on the field + accommodation + 100% of the medical cover taken in charge by HI + repatriation insurance + indemnity for partner and children

Salary: salary bracket: 2200 – 2600 gross salary/month + 457 Euros net expatriation allowance + 50% of the medical cover taken in charge by HI + repatriation insurance + indemnity for partner and children

Thanks for sending your cover letter and resume by email at:

Jeanne Vogt

Handicap International/Direction de l'Action d'Urgence

Ref : DAU/PAK/Mecoordo/HI

E-mail : officerh3@handicap-international.org

TO APPLY, click on this link :

