

Vacancy announcement

Position	MEAL Volunteer	Starting date	January 2023
Location	Tunis, Tunisia (to work on our Libyan mission)	Type of contract	Volunteering
Contract duration	6 months	Security Risk Level	Calm (1/4)

About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential.

We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 5,900 national staff 400 international staff, ACTED is active in 38 countries and implements more than 500 projects a year reaching over 20 million beneficiaries. More on www.acted.org

Position context and key challenges

ACTED has been programming in Libya since March 2011, initially focusing on responding to the humanitarian crisis in the wake of the conflict and on providing vital humanitarian assistance to displaced and vulnerable populations. During this period ACTED utilized its assessment and mapping capabilities to help coordinate and provide information for the humanitarian response and reconstruction of the country.

In 2019, ACTED in Libya implements a two-fold approach addressing humanitarian needs through life-saving assistance for the most vulnerable, while supporting the recovery and development of conflict-affected communities.

ACTED provides assistance through cash-based interventions and protection response – community and household level monitoring, referral system, and a helpline – to mitigate the impact of the protracted humanitarian crisis.

ACTED further works towards community

stabilization by implementing Quick Impact Projects (QIPs) and infrastructure rehabilitation to strengthen social cohesion, improve service delivery and meet urgent infrastructure needs within the communities.

ACTED also supports local actors, mainly civil society organizations, through capacity-building and financial support. In 2019, ACTED has supported 45+ CSOs in playing an active role in emergency responses and development efforts in their communities.

Key roles and responsibilities

The Appraisal, Monitoring and Evaluation Volunteer is responsible for assisting the implementation of appraisal, monitoring and evaluation systems, preparing good quality reports especially targeting donors and external actors, and contributes to other departmental tasks as necessary.

1) Tool Development

- Contribute to the development and maintenance of a consolidated M&E framework and work plan for all ongoing projects;
- Contribute to the effective deployment of M&E tools and reporting systems;
- Contribute to the development of terms of reference and mission plans by conducting surveys, audits and evaluations;
- Contribute to the development and implementation of appropriate data collection, analysis tools and methodologies.

2) Data Collection

- Contribute to the supervision of data collection activities;
- Contribute to the maintenance of electronic and/or paper records for tracking and reporting of all quantitative and qualitative data and information.

3) Data Analysis

- Analyze M&E data and produce reports, fact sheets including useful statistical analysis and presentations.

4) Capitalization

- Contribute to the organization and facilitation of learning sessions to capture best practices and lessons learned;
- Contribute to the documentation and sharing of lessons learned and best practices and ensure that the knowledge gained is used to improve projects and impact the development strategy of future projects and activities.



5) Complaint Management Mechanism (CMM)

- Contribute to the implementation of the Complaint Management Mechanism (CMM) of the mission's beneficiaries in accordance with ACTED's standard CMM procedures.

6) Other

- Participate, when possible, in M&E related working groups and conferences and regularly learn about best practices and new knowledge in the M&E sector;
- Participate in any other activities assigned by the direct manager.

Required qualifications and technical competencies

University Degree in Political Sciences, Public Administration, International Affairs, Economics or a related field (anthropology, sociology, statistics)

Knowledge of field-based data collection methods

Design, Monitoring and Evaluation experience in humanitarian/development settings will be an asset

Excellent written and verbal communication skills

Ability to work well under pressure

Familiarity with basic office software programs

Conditions

Field Intern benefits include:

- 300 USD per month living allowance
- Coverage of all accommodation, guesthouse, food, and travel costs, a luggage allowance of 50 kg
- The provision of medical, repatriation, and life insurance.

How to Apply

Please send your application (cover letter + resume) to jobs@acted.org under **Ref: MEALV/LIB**