

## Vacancy announcement

<b>Position</b>	<b>MEAL Volunteer</b>	<b>Starting date</b>	December 2022
<b>Location</b>	Amman, Jordan (for the Whole of Syria mission)	<b>Type of contract</b>	Fixed term
<b>Contract duration</b>	6 months	<b>Security Risk Level</b>	Sensitive (2/4)

### 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](http://www.acted.org)

### Position context and key challenges

In 2019, 12 million people in Syria were in need of humanitarian assistance, including internally displaced people, host community members and returnees. Among these, 6.2 million are in acute need of water, hygiene and sanitation assistance, 4.7 million people in need of shelter support and 6.5 million face food insecurity. Active armed conflict displaced 1.6 million people in 2019 alone, including in the northwest of Syria (1 million IDPs concentrated in Idleb) and in the northeast (170 000 IDPs). Overall in 2019, Syria hosted 6.2 million IDPs, 850,000 of whom were settled in last resort sites (i.e. formal and informal camps) and therefore entirely reliant on humanitarian assistance.

In 2019, ACTED continued to deliver multisectoral emergency assistance to conflict affected communities, while supporting their efforts to create opportunities and solutions for recovery. ACTED provided large-scale responses to approximately 3 million people through water, hygiene and sanitation, shelter and non-food items, food security and livelihoods, and camp coordination and camp management (CCCM) interventions.

In-camp, ACTED ensured access to water, sanitation and hygiene for over 364,000 people, and established itself as a key CCCM stakeholder. Out of camp, ACTED supported newly displaced households with emergency food and key non-food items to meet their basic needs.

ACTED also contributed to economic recovery, by supporting livelihoods and providing assistance alongside the agricultural value chain in targeted communities. Through civil society and technical governance mechanisms, ACTED further supported the long-term restoration of services to enhance the resilience of conflict-affected communities.

### Key roles and responsibilities

The Appraisal, Monitoring and Evaluation (AME) 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 Volunteer 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.
- One week pre-departure training in ACTED HQ, including a 3-days in situ security training
- Psychological assistance
- 2.08 paid leaves per month + extra days (varying amount depending on the mission)

### **How to Apply**

Please send your application including cover letter and CV to [jobs@acted.org](mailto:jobs@acted.org) under **Ref: MEALV/WOS**