

Vacancy announcement

Position	MEAL Manager	Starting date	ASAP
Location	Kabul, Afghanistan	Type of contract	Fixed Term Contract
Contract duration	12 months (renewable)	Security Risk Level	Very Risky (4/4)

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 and 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

In Afghanistan, ACTED's strategy combines emergency aid and development programming aiming at providing holistic assistance and at addressing the various challenges faced by the country, with the overall goal of alleviating poverty and building resilience. For 23 years, ACTED has remained committed to supporting Afghans through diverse programming such as good governance, building the capacity of civil society, rural development, and emergency humanitarian response. ACTED continues to strengthen stock piling, contingency planning and preparedness, in order to provide timely assistance for those affected by natural or man-made disasters.

Providing emergency and recovery assistance for communities hit by conflict and natural disasters

Natural disasters affect approximately 250,000 Afghans each year. In addition, the past years have seen an influx in military operations and offensives led by armed opposition groups, resulting in the displacement of 197,000 individuals in 2015. ACTED responds to emergency needs by providing conflict and natural disasters-affected populations with emergency assistance in the forms of food and non-food items, vouchers or cash distribution. ACTED's interventions also aimed at supporting recovery, through participatory approaches to building back shelters and water infrastructure damaged by natural disasters, as well as disaster risk reduction through training.

Supporting the development of economic, education and livelihood opportunities for marginalised populations

To support marginalized groups such as farmers, youth, and women, ACTED works with cooperatives and farmers to enhance governance, production, access to agricultural inputs and training in order to support the development of sustainable livelihood opportunities in rural areas. Vocational training, literacy classes, and support to small business development are also provided to hundreds of women and youth, and Self Help Groups every year, providing over women with safe and supportive space to develop business activities. ACTED is supporting education through the construction of Youth Development Centres, and formal and informal education opportunities to approximately 14,000 girls.

Investing in governance and local civil society to improve service delivery and inclusive development

ACTED vision for development is of an inclusive, vibrant civil society, and accountable government. Focus in Afghanistan is placed on empowering youth and women, through providing training on human rights, promoting volunteerism, facilitating sports and cultural events and the creation of grass-root organisations such as youth councils, aligned with government strategies and development plans. ACTED is a major facilitating partner of the National Solidarity Program, the flagship program of Afghanistan, that supports governance at the village level, and has established and empowered close to 3,000 Community Development Councils across the country. ACTED also works closely with local civil society organisations, building their capacity and developing joint projects to reach vulnerable communities.

In 2019, ACTED Afghanistan developed further its programming to respond to both emergency and development needs across the country.

In particular, across the north and east of Afghanistan, ACTED continued to build on its access and presence at the closest of communities, built over decades, to implement a wide range of programmes to address the acute emergency needs of vulnerable conflict and disaster-affected and displaced households: food security, livelihoods, shelter and non-food items, water and sanitation infrastructure, hygiene promotion, education, and multi-purpose cash assistance have been provided to over 4.5 million beneficiaries. ACTED also continued to support communities with longer-term recovery and development efforts, through strengthening

local governance, the construction of local infrastructure, vocational training, and agricultural, livelihoods and market support, including through its flagship AGORA programme.

Key roles and responsibilities

The Country Appraisal, Monitoring and Evaluation Manager is responsible for designing and developing appropriate and viable appraisal, monitoring and evaluation systems that are in line with the ACTED's global AME procedures and ensure that ACTED's projects and programs perform as planned

1. Coordination of M&E activities

- Develop and regularly update the M&E strategy;
- Develop and regularly update an M&E work plan that includes all ongoing projects and planned M&E activities;
- Develop and oversee the implementation of appropriate data collection and analysis tools, methodologies (survey questionnaires, focus groups, key informant interviews, etc.) and data/information dissemination/use plans;
- Oversee the development, ongoing modification, strengthening and operation of country-level data management;
- Oversee data analysis and production of M&E reports;
- Oversee the provision of data to Project Development teams for use in preparing reports to donors and other key stakeholders, as needed;
- With the collaboration of the Coordination, initiate the necessary needs surveys to ensure the relevance of project proposals;
- Contribute to donor project proposals and funding efforts (particularly the design of the logical framework and formulation of SMART indicators) and reports, through analysis and interpretation of findings;
- Provide, where relevant, awareness and expertise on M&Es to involved partners and other ACTED-supported institutions;

2. Management of the M&E department and team

- Ensure that the department staff understands and is able to carry out its role and responsibilities;
- Ensure a positive work environment and good team dynamics;
- Implement regular staff evaluations and monitor career development.

3. Capacity Building and Training

- Identify training needs for the M&E team, discuss plans with coordination and HR for internal and external training, and implement in accordance with M&E strategy and operational priorities;
- Coach, train, and mentor M&Es with the goal of building technical capacity, sharing knowledge within the M&E team, and providing career development guidance.

4. Process Development

- Identify and design innovative practices to increase the effectiveness and efficiency of M&E procedures and project management and integrate them into the M&E country strategy;
- Implement M&E policies and procedures as described in ACTED's M&E procedure and ensure that the tools are used and applicable to the intervention context;

5. Capitalization

- Contribute to the proactive dissemination and use of knowledge gained through M&E activities among Project Managers, Technical Coordinators and Project Managers and Development Officers;
- Organize and facilitate training sessions to capture best practices and lessons learned at project close-out or as needed;
- Document and share lessons learned and best practices and ensure that the knowledge gained contributes to project improvement and influences the strategic development of future projects and activities.

6. Implement the beneficiary complaint response mechanism

- Establish, evaluate and monitor the functioning of the beneficiary complaint management mechanism (CRM) in line with ACTED's standard CRM procedures;
- Ensure that beneficiary complaints/returns are properly captured, analyzed, addressed and processed in a timely manner and used by the Program and Coordination teams;
- Oversee proper management of the CRM central database;

Required qualifications and technical competencies

- Master's degree in a relevant field
- Excellent analytical skills
- 3 years of experience in AME
- Excellent communication and drafting skills for effective reporting on program financial performance
- Ability to monitor and evaluate financial and monitoring skills of communities through capacity-building efforts
- Ability to operate in a cross-cultural environment requiring flexibility
- Familiarity with the aid system, and understanding of donor and governmental requirements



- Prior knowledge of the region an asset
- Fluency in English required
- Ability to operate Microsoft Word, Excel and Project Management software

Conditions

- Salary between 3500 and 3700€ 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
- Rest & Recuperation (R&R) every 2 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 including cover letter, CV to jobs@acted.org under **Ref:MEALM/AFG**