

## Vacancy announcement

<b>Position</b>	<b>MEAL Officer</b>	<b>Starting date</b>	June – July 2023
<b>Location</b>	Kabul, Afghanistan	<b>Type of contract</b>	Fixed-term Contract
<b>Contract duration</b>	6 months (renewable)	<b>Security Risk Level</b>	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](http://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

### 1. Monitoring and Evaluation

#### 1.1) Implementation and Management of AME Systems

- Contribute to the development and updating of the AME country strategy, consolidation of the AME work plan and AME framework for all ongoing projects;
- Ensure that AME observations/conclusions are taken into account and recommendations are incorporated into future concept notes, project proposals, and implementation plans;
- Implement AME policies and procedures as outlined in ACTED's standard AME technical guides and ensure that tools are used as recommended;
- Contribute to the effective deployment of AME collection and reporting systems for all staff and partners through trainings, site visits, manuals, and as many technical supports as needed.

#### 1.2) Technical Systems Development

- Develop terms of reference and mission plans and conduct surveys, monitoring and evaluations;
- Develop analytical tools, methodology and data/information dissemination/use plans;
- Closely supervise data collection and ensure that data collection teams are organized and documented as necessary;
- Ensure that data collected is securely stored in databases;
- Measure and report qualitative and quantitative data on processes, outcomes, deliverables, impact, target and performance indicators for all projects;
- Provide data to Project Development teams for use in reporting;
- Contribute to donor project proposals and funding efforts.

### 2. Training

- Contribute to the proactive dissemination and use of knowledge gained through M&E activities to Project Managers, Technical Coordinators, and Project Development Managers and Officers;
- Contribute to organizing and facilitating training sessions to capture best practices and lessons learned.

### 3. Contribute to the Beneficiary Complaint Management Mechanism (GMM)

- Contribute to the implementation of the Beneficiary Complaint Management Mechanism (BCM) in line with ACTED's standard BCM procedures;
- Oversee proper management of the central PMM database;
- Work on the understanding and ability of ACTED teams, partners and contractors to rely on beneficiary accountability and PMM procedures.

### 4. Other

- Participate in conferences and workshops related to AME when possible and keep up to date on best practices and new knowledge in the AME sector;
- Perform any other related activities as 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)

At least 1-2 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

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 2000 & 2200€ 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 3-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: MEALO/AFG**