

Vacancy announcement

Position	MEAL Volunteer	Starting date	August 2023
Location	Amman, Jordan	Type of contract	Fixed term
Contract duration	6 months	Security Risk Level	Sensitive (2/4)

About ACTED

For the past 30 years, international NGO Acted has been going the last mile to save lives. Currently, Acted supports 20 million people across 43 countries to meet their needs in hard-to-reach areas - and pursues a triple mandate as a humanitarian, environmental and development aid actor. Acted relies on an in-depth knowledge of local territories and contexts to develop and implement relevant long-term actions, with a wide range of local and international partners, building together a "3ZERO" world: Zero Exclusion, Zero Carbon, Zero Poverty.

Position context and key challenges

ACTED Jordan provides emergency humanitarian assistance as well as longer term development programs reaching over 150,000 direct beneficiaries in Jordan in 2016. ACTED's operations are spread across Amman as the Country Office, and three area offices: From its office in Marfaq, ACTED provides support to vulnerable Jordanians and Syrian refugees of Northern Jordan including household rehabilitations, emergency assistance (cash, vouchers and in-kind), as well as water/sanitation infrastructure. ACTED is also working to develop sustainable livelihood programmes. In Za'atari King Abdulla and Cyber City refugee camps, ACTED provides water supply, solid waste management, hygiene promotion, community mobilization, repair and maintenance and has completed the initial phase of the Za'atari water network for over 80,000 refugees. In Azraq (including Azraq refugee camp), ACTED provides water supply, solid waste, desludging and food assistance for approximately 35,000 refugees. ACTED also partners with REACH, who provides information management support to working groups and sectors nationally.

Key roles and responsibilities

The Monitoring, Evaluation, Accountability and Learning (MEAL) Volunteer supports the MEAL Manager/Officer in the development and implementation of appropriate and viable monitoring, evaluation, accountability and learning systems that are in line with the ACTED's global MEAL procedures.

1. Monitoring and Evaluation Systems

1.1. *Technical and Systems Development*

- Contribute to the development and updating of the country MEAL strategy, the consolidated MEAL work plan and MEAL frameworks for all ongoing projects;
- Support the MEAL Manager to implement the MEAL policies and procedures as described in the ACTED MEAL standard guidelines and make sure that the tools are followed as applicable;
- Contribute to an effective roll-out of M&E collection and reporting systems to all staff and partners through training, site visits, manuals, and other technical support as needed.

1.2. *M&E Implementation and Management*

- Support the development of ToRs and mission plans for assessments, monitoring and evaluations (baselines, mid-terms, endlines);
- Assist in the development of appropriate data collection and analysis instruments, methodologies (e.g. survey questionnaires, focus group discussions, key-informant interviews) and data/information dissemination/utilization plans;
- Assist with data collection activities and ensure that data collection teams are organized and resourced as needed, and that they deliver as per field mission plans and according to data quality standards;
- In the absence of a dedicated database team, maintain electronic and/or paper-based MIS systems for tracking and reporting all quantitative data and information including reporting on ACTED's 28 global strategic program indicators;
- Assist in the analysis of MEAL data and help produce reports, factsheets with useful statistical analysis and presentation (charts, tables, histograms, box plots) as necessary in a timely manner;
- Provide data to the Project Development Team for use in preparation of reports to donors and other stakeholders, as required;

2. Learning

- Contribute to proactive dissemination and use of knowledge gained through MEAL activities among Project Managers, Technical Coordinators and Project Development Manager/Officers;
- Contribute to organizing and facilitating learning events in order to capture best practices and lessons learnt when a project closes or as required;
- Document and share the lessons learnt and best practices on time and ensure that the knowledge gained contributes to the improvement of projects and influence the strategic development of future projects and activities;
- Support project implementation and improvement by providing timely information around project successes to be scaled up as well as challenges to allow 'course correction' throughout life of the program.

3. Beneficiary Complaints and Response Mechanism

- Contribute to the implementation of the beneficiary Complaints and Response Mechanism (CRM) for the country mission in line with ACTED standard beneficiary CRM procedures;
- Contribute to the proper management of the project CRM central database.

4. Other

- Provide regular and timely updates on progress and challenges to supervisors and other team members;
- Participate in MEAL-related conferences and workshops when possible and stay up to date with best practices and new knowledge created in the field of MEAL;
- Perform any other related activities as assigned by immediate supervisor.

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 under **Ref: MEALV/JOR**