



THE
LUTHERAN
WORLD
FEDERATION

Department for Planning

Office for Human
Resources
lutheranworld.org

OPEN POSITION

Position:	Planning, Monitoring, Evaluation and Reporting Officer
Place of Assignment:	Bangui, CAR Single posting as soon as possible
Starting Date:	as soon as possible
Duration of Contract:	Initial contract of 1 year

Project background :

LWF-DWS has established its operations in the Central African Republic (CAR) in early 2013. The CAR Operations has opened to a regional emergency response to the displacement of CAR populations in both CAR and Cameroun since October 2014. LWF in CAR and Cameroon is implementing multisectoral projects focusing on communities in the following sectors: WASH, Livelihoods, Shelter & NFI, Food Security and Protection (principally social cohesion). These projects are funded by a wide variety of donors, including the BMZ, UNHCR, CHF and ACT Alliance.

Qualifications

- Experience:** Minimum 4 years working experience in monitoring and evaluation, preferably in the humanitarian sector. Proven experience working with major international donors, including proposal writing, budget preparation and reporting. Demonstrated experience working in field or insecure locations.
- Education:** Bachelor degree in Development, Social Sciences, International relations or related environmental, agriculture, technical or social studies with relevant experience. In depth and proven knowledge of the project management cycle.
- Skills and abilities:** Fluency in both English and French is required. This includes the ability to speak and draft quality reports in both languages. Demonstrated M&E technical knowledge, skills and competencies Strong analytical, research and report writing skill and experiences. Proactive, result-oriented and ability to plan, deliver and manage tasks with minimal supervision. Good leadership, team work, coordination, communication and interpersonal skills.
- Personal Attributes:** Cultural sensitivity and adaptability. High degree of integrity and professional responsibility.
- Commitment** to train national staff and communities to increase their capacity for self-help and development.

Applicants are required to be in sympathy with the core values of our organization.

Applications (motivation letter and detailed curriculum vitae in English), with the names and e-mail addresses of three persons who know the applicant professionally, should be sent by **25 September 2015** to:

Ms Aline Ritchie
Head of Human Resources
The Lutheran World Federation
P.O. Box 2100, 1211 Geneva 2, Switzerland
E-Mail: LWF_HROffice@lutheranworld.org

JOB DESCRIPTION

Planning, Monitoring, Evaluation and Reporting Officer

General Information

Position name	Planning, Monitoring, Evaluation and Reporting Officer
Post status	Single posting
Duration	1 year with possible renewal
R&R	as per current practice, subject to change
Location	Bangui with regular travels to the field in CAR (Bouar and Berbérati) and in Cameroon (Meiganga)
Supervisor	Team Leader
Supervisees	NA

Project background

LWF-DWS has established its operations in the Central African Republic (CAR) in early 2013. The CAR Operations has opened to a regional emergency response to the displacement of CAR populations in both CAR and Cameroon since October 2014. The regional coordination office is based in Bangui with operational offices in Bouar (CAR), Berbérati (CAR) and Meiganga (Cameroon).

LWF in CAR and Cameroon is implementing multisectoral projects focusing on communities in the following sectors: WASH, Livelihoods, Shelter & NFI, Food Security and Protection (principally social cohesion). These projects are funded by a wide variety of donors, including the BMZ, UNHCR, CHF and ACT Alliance.

Job purpose

This position is responsible for Planning, Monitoring, Evaluation and Reporting (PMER) for the whole of the regional operations, supporting the Team leader in developing strategies, project planning, quality assurance, as well as fundraising and reporting to Donors and LWF HQ.

The PMER Officer will work closely with the Operations and Finance Departments to develop and implement a monitoring and evaluation plan to assess activities and contribute to the refinement of LWF projects in CAR and Cameroon and overall structure and efficiency of the work.

Core responsibilities will include conducting needs assessments, ensuring both quality and efficiency towards beneficiaries and donors alike and assessing the impacts of activities and projects. Assisting in the strategic planning of the regional operations and assisting the Team Leader in the development of project proposals and reporting to donors will be additional key tasks.

The PMER Officer will also provide capacity building to LWF CAR/Cameroun staff, especially with regards to training and adherence of key M&E principles, practices and approaches.

Key responsibilities

Under the guidance of the Team Leader for CAR and Cameroon, the PMER Officer will perform the following responsibilities:

Planning and strategy

1. Assist the Team Leader in strategic and forward planning for the regional and country operations
2. Support operational staff in the different field locations to appropriately plan their activities in order to ensure quality, efficiency and respect for donor requirements and procedures
3. Assist the Team Leader and Program Managers in the different field locations in identifying needs and gaps in the humanitarian response and identify ways for LWF to respond to those

Monitoring and Evaluation

1. Be responsible for successful monitoring and evaluation of program, projects, units and departments including in terms of strategic information and respect for LWF M&E standards and procedures
2. Create regional and local M&E plans, guidelines and tools, including logical frameworks, data management, and data reporting systems
3. Work with the operations team to review existing indicators, and define a streamlined, harmonized indicator set and reporting tools that meet the requirements of program, unit, department staff, and donors.
4. Ensure the collection of routine monitoring data, and facilitate its integration into continuous quality improvement of Program, Units and Department planning
5. Conduct regular field visits to operational offices to assess the implementation of activities, respect for timelines, impact of activities as well as the quality and efficiency of the response
6. Ensure that all projects take gender issues fully into account. This includes the introduction of mechanisms to enable women to participate in decision making and identifying specific gender issues
7. Ensure that all projects and activities are implemented in full accordance and respect of the Sphere Standards, CHS and other relevant humanitarian standards

Fundraising and grant management

1. Assist the Team Leader in identifying new sources of funding for the regional and country operations
2. Assist the Team Leader in developing project proposals, including through the provision of appropriate data on the local context and humanitarian needs
3. Assist the Team Leader in donor relations, especially responding to donor queries and requirements in an effective and timely manner

Reporting

1. Contribute to compiling and providing data to all relevant Units, Departments and Program team for their monthly, quarterly, interim and final reports to Donors and LWF-DWS HQ
2. Assist the Team Leader and Program Managers in producing good quality and timely reports to Donors and LWF-DWS HQ

Capacity building and accountability

1. Building the capacity of LWF staff to understand and include M&E work in their day to day activities

2. Provide training and support to LWF on M&E and quality assurance
- 3.

General

1. Be familiar with the LWF PMER Framework and systems
2. Carry out any other duties/assignments that may be assigned by the Team Leader or the Program Managers in coordination with the Team Leader

Required qualifications and experiences

The successful candidate should meet the following minimum requirements:

Qualifications

1. Bachelor degree in Development, Social Sciences, International relations or related field
2. In depth and proven knowledge of the project management cycle
3. Capacity building /Training background additional asset

Professional experience

1. Minimum 4 years working experience in monitoring and evaluation, preferably in the humanitarian sector /development including a minimum of 2 years in a field position
2. Proven experience working with major international donors, including proposal writing, budget preparation and reporting
3. Experience in delivering and facilitating trainings and workshops
4. Demonstrated experience working in field or insecure locations

Languages:

Fluency in both English and French is compulsory. This includes the ability to speak and draft quality reports in both languages.

Skills and abilities

1. Demonstrated M&E technical knowledge, skills and competencies
2. Strong communication skills
3. Strong analytical, research and report writing skill and experiences
4. Proactive, result oriented and ability to plan, deliver and manage tasks with minimum of supervision
5. Good leadership, team work, coordination and interpersonal skills