



## Monitoring Evaluation Accountability and Learning (MEAL) Officer Sudan, Khartoum

**Location:** Sudan, 60% in Khartoum, 40% in TGH operational bases in Darfur (Geneina, Zalingei, Golo, Bindizi, Um Dukhun)

**Duration:** 3 months, from mid-July to mid-October 2018 (one month is necessary to complete the visa procedure)

**Conditions:** Salaried contract, gross monthly salary from €1,550 to €2,100 according to experience, monthly per diem €480, medical coverage of 100% + repatriation insurance + provident fund, accommodation, international and local transportation as part of the mission, break every 3 months. More information on [www.trianglegh.org](http://www.trianglegh.org), under "Participate".

### Presentation of Triangle Génération Humanitaire (TGH)

#### ***"Actor in a sustainable and shared solidarity"***

Founded in 1994, TGH is a French international solidarity organization based in Lyon. The association designs and implements emergency, rehabilitation and development programs in the following sectors: water, hygiene and sanitation, civil engineering, food security and rural development, socio-educational and psychosocial. TGH is currently operating in 11 countries in Africa, Asia and the Middle East.

### Presentation of the mission

TGH is present in Sudan since September 2003, and opened its first project for the victims of the Darfur crisis in one of the IDPs camp in West Darfur (Riyad camp of Geneina) in June 2004. TGH has since extended its activities in West Darfur and Central Darfur, implementing its projects through 4 operational bases (Geneina in West Darfur; Bindizi, Um Dukhun and Zalingei in Central Darfur). All projects are coordinated from Khartoum main office. TGH currently works in the fields of water and sanitation, hygiene promotion, NFIs, food security and livelihood.

TGH's strategy in Darfur consists in shifting gradually and where appropriate to more development-oriented programming, while maintaining the capacity to provide humanitarian assistance when needed.

Ongoing operations include:

- The strengthening of food security and livelihood, through distribution of agricultural inputs, promotion of farming best practices, sustainable natural resources management, development of income generating activities and targeted food distribution.
- Construction and rehabilitation of water supply systems and sanitation services, hygiene promotion and capacity building of community based committees and local authorities in WASH services sustainable management.

- Emergency assistance to people affected by population displacement and natural disasters (provision of Non Food Items- NFI and emergency shelter, safe water supply facilities, emergency sanitation and hygiene promotion for vector control).

TGH is currently funded in Sudan by a set of different donors: CIAA, CHF, ECHO, European Union, UNDP, UNICEF and USAID-RRF.

### **Job description**

Under the supervision of the Head of Programs, the MEAL Officer supports him/her in the set-up of new WASH data collection and monitoring tools and processes with field teams in order to permit the mission to have a clear vision on the progresses of the projects and the challenges / key issues to be addressed.

In direct collaboration with the Head of Programs and Country Director, the sector program managers and the support services departments, the main responsibilities are:

#### **Facilitation of a workshop on new data collection and monitoring tools and processes for TGH program teams**

- Review of the new monitoring tools package and RACI structure;
- Preparation of the workshop, in close collaboration with the Head of Programs;
- During the workshop, train TGH teams on the new tools package in order to guarantee the appropriation and the proper use of such tools. A special attention will be put during the training on the quality of data collected on the field and donors' expectations regarding the types and quality of collected data;
- Present the RACI structure, emphasizing on the specific role of program staff at each step of the monitoring process (who is Responsible, Accountable, Informed or Contributor). Describe a holistic approach of the monitoring process, from hardcopy data collection to softcopy compilation and analysis, in order to foster a common understanding of its objectives. Collect staff's feedback and propositions on division of roles, measurement methods and frequency of measures;
- Provide training on physical and computer record-keeping and archiving.

#### **On-the-job coaching of field teams in charge of data collection**

- After the workshop, conduct a visit of all TGH operational bases (Geneina, Bindizi, Um Dukhun, Golo) to follow the installation of new monitoring tools and RACI structure with each staff involved;
- Conduct short refreshment training for all non-TGH staff involved in data collection (for instance: water point operators working under daily worker contract, water point operators on the account of the responsible Water User Committee), or prepare TGH field teams to replicate this training in case access is not possible;
- On-the-job quality control of data collection methods (for instance, at water point level – water quality tests, frequentation survey, fuel consumption follow-up –, during hygiene promotion Sessions, during latrine distribution activities, during a KAP survey, etc.). Based on observations, advise teams on possible improvement and share lesson learnt and best practices with Head of Programs;
- On-the-job coaching of WASH Managers in their monthly compilation of the collected data in the new monitoring tools package.

### **Follow-up of the data collection, compilation and analysis cycle**

- From Khartoum, provide continued support to field teams during the 1<sup>st</sup> month where the new monitoring tool package is used. In consultation with TGH WASH technical unit in HQ, provide modifications to tools and structures in case practice show that improvements are needed.
- On-the-job coaching of WASH Managers in their monthly compilation of the collected data in the new monitoring tools package.
- On-the-job support to Head of Program, WASH coordinator and deputy coordinator on data analysis based on the new monitoring tools package, and on how to integrate lesson learnt from analysis in activity implementation.
- Preparation of monthly feedback report to be sent wash staffs in charge of data compilation in the bases.

### **General support to the mission**

- Safeguard that conduct and work of the Program Team respects core humanitarian values of humanity, independence, neutrality and impartiality.
- Contributes to the respect of security measures applied by the Country Director.
- Supports the implementation of internal procedures in coordination with the Administration, Finance and the Logistics Coordinator.
- Supports internal improvement processes. Contributes to knowledge and information sharing within the INGO team.
- While on the field, identify and share with the coordination team any point of improvement for WASH programs being implemented on the field.
- Maintain a regular collaboration and update of progresses with TGH WASH technical unit

*This list of responsibilities could be modified according to the needs.*

### **Security, working and living conditions**

Based in Khartoum, the MEAL Officer will perform regular short-term missions to Darfur bases. Security situation in Darfur is very variable from place to place and period. Field-visits are authorized when security conditions allow it. The movements to the field-bases are ensured by United Nations Humanitarian Air Services- UNHAS.

Security conditions in Khartoum are globally good with no particular movement restrictions.

Health risks are limited and there is little prevalence of malaria or other diseases in Khartoum. Quality medical services are available in Khartoum.

The mission in Khartoum has an office/ guesthouse of a significant size (4 floors) providing adequate separation of work and living space. Accommodation in Triangle-G H is optional. Communication means are good (efficient internet, international phones).

Khartoum enjoys a lot of different places for extra-professional activities: markets, swimming pools, gardens, access to cultural sites out of Khartoum. The social life is rather rich.

There are daily flights to regional and Europe destinations and expatriates go out of the country every 3 months for breaks.

## Profile

- At least 3 years of humanitarian experience in the field
- Experience in the Water supply, Sanitation and Hygiene promotion
- Experience in managing emergency and early-recovery operations in challenging security environments and understanding of the humanitarian environment (standards, stakeholders and mechanisms).
- Excellent communication and writing skills in English. Preferably competent user of French spoken and written.
- Experience in grants management and knowledge of procedures of main donor agencies: ECHO, European Union, OFDA, DFID, AFD, UN Agencies or others.
- Practice in designing M&E systems, tools, quality data collection, analysis and use of M&E data for program decision making.
- Ability in successful team management and capacity building
- Strong interpersonal skills and demonstrated ability to work effectively on a team and to lead a team of specialists from a range of fields.
- Autonomy and rigor. Developed skills for work organization and tasks prioritization
- Capacity to represent TGH at coordination meetings with different stakeholders.
- Experience of Arabic or Muslim countries and knowledge of Arabic language a distinct advantage
- Proficient user of MS Office pack.

## Application

Please send your resume and cover letter to the following address: [recrutement@trianglegh.org](mailto:recrutement@trianglegh.org) for the attention of Laure Maynard, Human Resources Officer.