



**Food and Agriculture Organization
of the United Nations**

CALL FOR EXPRESSIONS OF INTEREST - VACANCY ANNOUNCEMENT N°: 2201258

Issued on: 10/05/2022

Deadline For Application: 24/05/2022

JOB TITLE: Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator

TYPE OF REQUISITION: NPP

DUTY STATION: Tunis

ORGANIZATIONAL UNIT: FAO TUNISIA

DURATION: 12 months (renewable for up to 5 years)

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.

Persons with disabilities are equally encouraged to apply.

All applications will be treated with the strictest confidence.

Organizational Setting

The Food and Agriculture Organization of the United Nations (FAO) contributes to the achievement of the 2030 Agenda through the FAO Strategic Framework by supporting transformation towards more efficient, inclusive, resilient and sustainable agri-food systems for better production, better nutrition, better environment and better life, leaving no one behind. FAO's Country Office for Tunisia (FAO-TUN) is responsible for developing, promoting, overseeing and implementing projects addressing food, agriculture and rural development priorities in the country. It develops and maintains collaboration with institutions working in Tunisia.

The Joint Programme 'Accelerating Progress towards Rural Women's Economic Empowerment (JP RWEE) is a five year programme implemented through a partnership between FAO, IFAD, UN Women and WFP. The programme generates synergies that capitalize on each Agency's mandate, comparative advantages and institutional strengths to generate lasting and large-scale improvements in the lives of rural women. The programme aims to secure the livelihoods, rights and resilience of rural women in the context of sustainable development and Agenda 2030 and focuses on four key outcomes for rural women: (1) improved food security and nutrition; (2) increased incomes to sustain livelihoods and build resilience; (3) increased voice and agency for full leadership and participation in rural communities and governance structures, and (4) more gender-responsive policy environment for the economic empowerment of rural women.

The joint programme in Tunisia is part of the global JP RWEE initiative, currently being implemented in five countries worldwide through the Multi Partner Trust Fund modality. The implementation of the JP in Tunisia is managed through the lead agency FAO, and overseen by a National Steering Committee, consisting of senior representatives of the four participating agencies and government representatives. Implementation of the programme is monitored and supported by a Technical Working Group, consisting of technical focal points of each of the four agencies.

A Programme Management Unit, situated within the lead agency (FAO), consisting of the National Coordinator and the MEAL Coordinator oversees the management and implementation of the programme and its M&E system and collaborates closely with JP RWEE stakeholders.

Reporting Lines

The MEAL Coordinator will work under the overall supervision of the FAO Representative in Tunisia and the day to day supervision of the JP RWEE National Coordinator to whom she/he will report and will also have accountability to the Global M&E Specialist, based in WFP's headquarters in Rome. He/she will liaise closely with the participating agencies to ensure high quality M&E is in place for the programme

Technical Focus

Rural development, economic empowerment, food security and nutrition, livelihoods, women's empowerment and gender equality

The MEAL Coordinator is responsible for ensuring the implementation of the M&E system across the JP RWEE in Tunisia. He/she will work in close collaboration with the technical focal points and M&E officers of the four participating agencies to ensure the implementation of the approved M&E plan. He/she will provide leadership and technical support on M&E and carry out training in response to identified needs and gaps. He/she will liaise closely with the global M&E Specialist and ensure the technical quality of the M&E system for the JP RWEE in Tunisia. He/she will also participate in and contribute to global level learning forums in order to enable cross fertilization and the sharing of good practice on a wider scale, as well as participating in coordination processes organized by the Global Coordination Unit as required.

The MEAL Coordinator is based within the lead agency and collaborates closely with the four participating agencies.

Tasks and responsibilities

Programme Implementation

- Oversee the implementation of the JP RWEE M&E plan and ensure the implementation of timely and quality MEAL activities , providing technical guidance, ensuring programme quality and enabling timely and accurate reporting on indicators;
- Oversee the implementation of programme baselines and endlines including the provision of technical support to ensure they are implemented to a high quality standard (including review and approval of survey tools, data collection and sampling methods);

- Develop indicator guidelines for output level indicators (in addition to existing outcome level indicator guidelines);
- Review and compile baseline and endline reports, ensuring they are of the standard required;
- Review and consolidate the M&E plan on an annual basis as part of the annual work plan submission and ensure M&E activities are adequately budgeted for;
- Identify any challenges in the implementation M&E system/plan and, with the global MEAL specialist, take the required action to ensure they are addressed;
- Support in monitoring synergies, integrated approaches and partnerships within the joint programme;
- With the National Coordinator, lead on the review of programme progress through quarterly review meetings;
- Support evaluation processes (mid-term and final evaluations) and any other assessments.

Technical Support

- Provide technical MEAL leadership for the programme, including ensuring appropriate, quality data collection, analysis and use;
- Work closely with the participating agencies to ensure that MEAL becomes an integral element of project implementation leading to enhanced quality and accountability;
- Carry out frequent field visits to assess programme quality and monitoring systems;
- Provide feedback to field monitoring reports and ensure that action plans are included and followed up;
- Participate in technical working group meetings and JP RWEE coordination platforms.

Reporting

- Review donor bi-annual and annual reports submitted by the participating agencies, with specific focus on the performance indicator reporting;
- Compile and consolidate performance indicator progress as part of the donor reports and for submission to the global coordination unit;
- Contribute to the review of narrative reporting on results within reports and ensure strong programme analysis based on indicator progress;
- Provide any other internal reports and updates as requested;

Learning

- With the National Coordinator, lead on developing a culture of learning across the programme, ensuring that learning is consistently used to drive improvements in programming;
- Lead on the analysis of monitoring data and provide recommendations for programme adaptation as necessary;
- Lead on the development and implementation of knowledge management and learning plans, ensuring that evidence based learning is captured and used within the participating agencies;
- Lead on the documentation of good practices.

Capacity Building

- In close collaboration with the global M&E Specialist, identify gaps in capacity and carry out training in M&E for participating agency and implementing partner staff as required (e.g. data collection methods, data analysis, data quality assurance and result-based management);
- Prepare training materials as needed;
- Provide ongoing technical support.

Accountability

- Ensure that functioning complaints response mechanisms are in place for the programme and included in reporting;
- Check the implementation of CRM mechanisms during field visits;
- Provide suggestions for CRM improvement as needed;

Other

- Undertake any other duties as requested.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- University degree (BAC+2) in Management, Monitoring & Evaluation or related area
- At least 5 years' experience in monitoring and evaluation of integrated development programmes, of which a minimum 2 years should include women's economic empowerment programming;
- Working knowledge of English and French.
- Tunisian national

FAO Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Excellent knowledge and understanding of logframes and of quantitative and qualitative indicators relating to multi sectoral programmes including food security and nutrition, livelihoods, women's empowerment and gender equality;
- Knowledge of quantitative and qualitative indicators in relation to food security and nutrition, livelihoods, women's empowerment and gender equality (including participation, leadership and gender transformation);
- Excellent knowledge of data collection tools, including baseline and endline surveys (e.g. food security and nutrition survey tools, household surveys, Women's Empowerment in Agriculture Index);

- Excellent training and capacity building skills;
- Excellent interpersonal and communication skills;
- Ability to develop strong working relationships with partners and stakeholders;
- Ability to demonstrate leadership and show initiative;
- Good understanding of gender equality and women's empowerment issues and concepts in relation to rural development and poverty alleviation;

Selection Criteria

- Experience of conducting baseline and endline surveys;
- Experience in developing and carrying out training and capacity building;
- Experience in providing technical guidance (including the development of guidance material);
- Experience of working on partnership programmes with multiple stakeholders.
- Working experience with UN agencies is an advantage
- Familiarity with the sustainable development goals, including SDG5;

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- FAO does not charge any fee at any stage of the recruitment process (application, interview, processing)
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognized in the IAU/UNESCO list.
- If you are in possession of language certificate/s from [UN accredited external providers](#) and/or FAO language official examinations (LPE, ILE, LRT), please attach the certificate/s when submitting the application.
- For additional employment opportunities visit the FAO employment website: <http://www.fao.org/employment/home/en/>

HOW TO APPLY

To apply, visit the recruitment website at [Jobs at FAO](#) and complete your online profile. Only applications received through the recruitment portal will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

If you need help, or have queries, please contact: Careers@fao.org

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