

Vacancy announcement

Position	Appraisal Monitoring and Evaluation Intern, Yemen (Amman Based)	Starting date	ASAP
Location	Amman, Jordan	Type of contract	Internship
Contract duration	6 months	Security Risk Level	Sensitive

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 4,300 national staff 300 international staff, ACTED is active in 35 countries and implements more than 450 projects a year reaching over 11 million beneficiaries. More on www.acted.org

Country Profile

Number of projects	16
Number of areas	3
Number of national staff	278
Annual budget (EUR)	20,3M
Number of offices	7
Number of international staff	18

Position context and key challenges

ACTED has been present in Yemen since early 2012, and working in various different activities in 7 different governorates. ACTED has been covering the full continuum of emergency, rehabilitation and development in Yemen. Emergency activities have focused in the sectors of Agriculture & Food Security (e.g. distribution of crop seeds, and livestock), Economic Recovery and Market Systems (e.g. income-generating activities such as cash for work), and WASH (e.g. rehabilitation of water supply facilities, hygiene promotion).. With regard to rehabilitation and development, ACTED continues its work in agriculture and value chain sector as a way to enhance the food security of local small producers.

Key roles and responsibilities

- a) Contribute to the development and updating of the consolidated AME work plan and AME frameworks for all ongoing projects;
- b) 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;
- c) Assist in the development of the ToRs and mission plans and carrying out assessments, monitoring and evaluations (baselines, mid-terms, endlines) as reflected in the ToR and mission plan;
- d) Assist in the development and implementation of appropriate data collection and analysis instruments, methodologies (e.g. survey questionnaires, focus group discussions, key-informant interviews) and data/information dissemination/utilization plans;
- e) Assist supervising of data collection activities as reflected in the mission plans;
- f) Assist maintaining electronic and/or paper-based MIS systems for tracking and reporting all quantitative data and information;
- g) Analyze AME data and produce reports, factsheets with useful statistical analysis and presentation (charts, tables, histograms, box plots) as necessary in a timely manner;
- h) Assist measuring and reporting on qualitative and quantitative input, process, output, outcome, impact, objective, and goal-level performance indicators for all projects;
- i) Contribute to organizing and facilitating learning events in order to capture best practices and lessons learnt when a project closes or as required;
- j) Assist documentation and sharing 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;
- k) Contribute to the implementation of the beneficiary Complaints and Response Mechanism (CRM) for the country mission in line with ACTED standard beneficiary CRM procedures;
- l) Provide regular and timely updates on progress and challenges to supervisors and other team members;
- m) Participate in AME-related conferences and workshops when possible and stay up to date of best practices and new knowledge created in the field of AME;
- n) Perform any other related activities as assigned by immediate supervisor.



Required qualifications and technical competencies

University Degree in Public Administration, International Affairs, or a related field preferable
Excellent written and verbal communication skills
Previous experience with community development, economic/agricultural development
Experience establishing and/or working with community groups desirable
Knowledge of and experience in field-based data collection methods
Design, Monitoring and Evaluation experience in humanitarian/development settings
Relevant local language and/or regional experience highly desirable

Conditions

Field Intern 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.

How to Apply

Please send your application including cover letter and CV to jobs@acted.org under **Ref: AMEI/YEM**