



CARE INTERNATIONAL IN LEBANON

ACCOUNTABILITY MONITORING & EVALUATION and REPORTING MANAGER (AMER)

CONTEXT

The ongoing violent conflict in Syria between government forces and opposing groups continues to escalate, including in densely populated areas, causing widespread death, injury, and displacement. More than 100,000 lives have been lost and more than two million people have fled to neighbouring countries. Over half of them are children. They are in desperate need of shelter, food and water. With large numbers of people still fleeing the conflict in Syria, the situation long has been critical. Aid agencies and host countries have almost reached their capacity to cope with recent surges.

- The estimation indicates that the number of IDPs has increased to 6.5 million from April estimates of 4.25 million.
- Thousands continue to flee Syria daily.
- The total number of refugees in neighbouring countries is now more than 2.2 million; nearly half of them are children.

Since the beginning of the crisis, Lebanon welcomed hundreds of thousands of refugees. UNHCR has registered 833,685 Syrian refugees and UNRWA registered 92,000 Palestinian Refugees from Syria. With a population of 4.259 million, this represents a significant burden on the country. This mass influx of refugees into Lebanon has had a significant impact on host communities and has negatively affected the income and expenditures of both refugees and their host communities. According to the ACAPS analysis, the number of Lebanese citizens either directly or indirectly affected by the crisis was estimated at 1.2 million, representing almost 30% of the population. Local NGOs report that the host population's ability to cope with the situation is at a breaking point. The widespread presence of refugees and their impact on basic services is leading to increasing tensions between host communities and refugees.

CARE was first established in Lebanon to contribute to the emergency response to the 2006 war. Since then, CARE has had a light presence, with projects fully implemented through Lebanese Civil Society Organizations (CSOs), such as an ongoing project on social accountability in seven Middle East and North African countries, financed by the World Bank.

In April 2013, CARE decided to re-establish a full-fledged presence in Lebanon in order to address needs of the refugee population and host communities. This decision was made due to the severity and the impact of the current crisis in Lebanon resulting from the conflict in Syria.

CARE already conducted different field assessments, has implemented a WASH project in Beirut, with funds from the Canadian Humanitarian Coalition (benefiting 1,792 Syrian refugees and 5,118 host communities) and is currently implementing two projects in the North (Tripoli and Miniyeh-Danniyeh) and in Mount Lebanon Governorate (Chouf District) with funds from DFATD-IHA (4000 families - WASH) and ECHO (2000 families - Winterization).

At present CARE have one head office in Beirut and two field offices (one in Tripoli and one in Chhime (Chouf District) with a team of 28 employees. The ongoing project funded by DFATD is implemented with 2 two Lebanese NGO (Development for People and Nature Association known as DPNA and PARD) with long experience and proven implementation capacities.

GENERAL

Job Title: ACCOUNTABILITY MONITORING & EVALUATION + REPORTING MANAGER (AMER)

Expected Start Date: Feb 2014

Reporting to: Deputy Country Director – Programs

Basic position description: The Accountability, Monitoring & Evaluation and Reporting (AMER) Manager is part of the Syrian Refugee Support Program team of CARE Lebanon.

Country: Lebanon

Base: Beirut with frequent travel to field offices in Tripoli and Chouf districts. Assessments in new areas if and as needed

Duration: 2 months (renewable)

The AMER Manager is charge of establishing and supervising the implementation of all Assessment, Monitoring, Accountability and Reporting policies and processes for the Syrian Refugee Assistance Program of CARE in Lebanon. S/he develops the relevant guidelines in alignment with the relevant CARE protocols and guidelines, donor requirements and critical coordination needs with particular attention to gender sensitivity and targeting based on agreed vulnerability criteria.

The AMER Manager will establish and assign priority and recurrent tasks for the AMER team in coordination and agreement with the Emergency Team Leader and the Field Coordinators. S/he establishes and monitors processes, tools and activity plans related to assessment, monitoring & evaluation with CARE's direct partners.

The AMER manager is the primary focal point from CARE in Lebanon for providing, sharing and soliciting data relevant for CARE's emergency operations in Lebanon. S/he delegates related tasks to members of the AMER team as appropriate and coordinates with the ERT to ensure efficient representation and communication by CARE with peers, UN and donors.

The AMER manager organizes the harmonization of standards and processes with CARE partners and peers with regards to baseline assessments, PDM surveys and evaluations including selection criteria, monitoring tools, compatibility of databases, joint assessments and evaluations. S/he supervises the establishment of complaints, SEA monitoring and feedback mechanisms in coordination with peer agencies.

The AMER manager is the primary staff responsible for the advance planning and designing of monitoring, evaluation and accountability mechanisms including summarizing standard procedures and models for inclusion in funding proposals, related budget provisions, and adequate staff structure. S/he establishes the planning for review and evaluation processes as required as of CARE International policies and protocols in coordination with the ACD-PQ, the ER-TL and the Country Director.

Job outcomes:

- The AMER manager is part of the Emergency Response Senior Management Team and specifically accountable for the implementation of CARE, donor and international standards for accountability, monitoring & evaluation as outlined by funding agreements, international good-enough guidelines and in-country agreements amongst peers. The Syrian Refugee Assistance Program of CARE in Lebanon is developing and implementing its interventions based on sound and gender sensitive assessments of needs, monitoring and evaluation of varying living conditions, vulnerabilities and aspirations of different refugee populations.
- Functional System to collect, process and analyze data and information for activity planning and monitoring, strategy development and targeting, donor reporting and coordination with peers.
- ER-SMT is fully and timely informed about evolving planning and implementation of refugee response interventions by different agencies
- ER-SMT receives timely, accurate and appropriate summaries of data and information about targeting, implementation and completion of CARE's refugee assistance interventions.
- CARE's Syrian Refugee Assistance Program in Lebanon receives, processes, analyses and responds appropriately to beneficiary feedback and complaints, and reports all detected cases of SEA.



CARE's reports about situation of Syrian Refugees in Lebanon are considered as of high standards and are referred to by peers at various levels

This position will be located primarily in an office environment. However, frequent visits to the field and occasional participation in CARE meetings at sub-regional level will be required

LEVEL OF STUDY

Min 1 year experience in Assessment, Monitoring & Evaluation of emergency interventions and programs

LANGUAGES

English: fluent

French and Arabic are added value.

REQUIRED COMPETECIES & SKILLS

- Good understanding of humanitarian principles and humanitarian processes, in particular humanitarian standards for assessments, monitoring and accountability
- Strong team player and team builder;
- Ability to operate effectively in face of tight reporting deadlines and process timelines
Demonstrated awareness and sensitivity to gender and diversity; experience and ability to live and work in diverse cultural contexts in a culturally appropriate manner; and capacity to make accurate self-assessment particularly in high stress and high security contexts
- S/he must be well organized even within a fluid working environment and takes initiative to resolve problems as they arise.
- Ability to capitalize on past experience and information available within the organization in order to become self –sufficient and autonomous quickly
- Very good coordination(external and internal) skills
- Skills in training and management
- Excellent inter – personal, communications and representative skills(written, oral, cross - cultural)
- Ability to take initiative where appropriate to deal with difficulties encountered in daily work
- Ability to adapt, change priorities according to the changing situation within a mission or the organization
- Ability to live and work within a team and respect the rules of collective living
- Ability to work within a fluid situation (changes within the team, location of programs, etc.)
- Ability to integrate into the local environment including awareness of political and economic aspects of the country
- Ability to conduct work in a professional and mature manner
- Ability to manage local staff in a mature and impartial manner
- Experience with project management cycle, budgets, and donor requirements
- Previous humanitarian experience

*Please, submit your application (Letter of Motivation and CV) to
recrutement.programmes@carefrance.org*

Applications have to be submitted before February, 10th.