



EXTERNAL VACANCY

Haitian Red Cross in collaboration with American Red Cross is looking for

(1) LAMIKA Monitoring and Evaluation (M&E) Manager (National Position)

Line Reporting to : Program Manager Delegate, LAMIKA Program

Technical supervision and reporting to : Sr. Delegate, AM&EL Unit

Frequent contact with : LAMIKA Staff, ARC Haiti Delegation's AMEL Department and Technical Team (delegates, managers), Operations team and field staff.

Background: The American Red Cross (ARC) International Services Department (ISD) seeks to prevent and alleviate human suffering around the world by responding to disasters; building safer, more resilient communities; and educating future humanitarians. In pursuit of this mission, ARC mounted a major response to assist Haitian communities in the wake of the devastating 2010 earthquake, and the ARC Haiti Assistance Program (HAP) was established to direct that response. Over the past year, HAP has transitioned from a response and recovery mode to a sustainable development approach aimed at enhancing resilience in targeted communities over the longer term.

In response to the January 12 earthquake in Haiti, the American Red Cross (ARC) is scaling up its support to the Haitian people in their post-earthquake recovery. The ARC Haiti Assistance Program (HAP) has been established to direct the organization's response to the 2010 Earthquake in Haiti. HAP activities focus on integrated community recovery and preparedness interventions in Haiti working within the Red Cross/Red Crescent network, particularly with the Haitian Red Cross (HRC) and also through external partners.

The American Red Cross (ARC) is implementing a large-scale three-year urban development project known as LAMIKA. The project is designed using a community-based participatory approach and integrates services across the sectors of Disaster Risk Reduction (DRR), Livelihoods, Health, Shelter, and Water, Sanitation and Hygiene (WASH). It implements programs directly as well as through external partners such as Global Communities and Mercy Crops.

The 'M&E Manager' under direct supervision of 'Program Manager Delegate' and in close technical supervision by ARC Haiti Delegation's AM&EL Department will be responsible for the overall monitoring and evaluation functions of LAMIKA Program.

Specific Duties and Accountabilities

General functions

- Participate and assist in the program planning and building the logical frame work and indicators of any new and existing programs
- Develop/contribute to develop monitoring systems and or performance monitoring and evaluation plan of project and programs in coordination with AM&EL Unit and Program.
- Develop appropriate monitoring tools and instruments in coordination with AM&EL Unit and Project staff for routine monitoring of Output indicators, Outcome indicators and other routine M&E information as necessary

- Ensure that all indicators, their definitions and methods of data collection are clear to the Project and M&E staff and that data are reported to the AM&EL Unit following the M&E standards and protocols
- Support Project in the design and implementation of baseline, mid-term and end of project evaluations, surveys, special studies, and other components of the M&E system as technical assistance needs arise.
- Routinely perform quality control checks of M&E work and data and improve processes and practices relating to M&E data analysis and management.
- Develop data bases, forms and formats and keep track of monitoring information in a systematic way. Ensure that detailed information on beneficiaries, ITT indicators and other relevant are available when necessary
- Prepare and train staff, primary stakeholders, and implementing partners, as necessary, on general design, M&E concepts, skills and tools.
- Compile, verify and report on indicator and beneficiary related data on monthly basis (internally) for routing reporting to the management and HQ.
- On quarterly basis, provide accurate reports to the LAMIKA Manager on ITT and beneficiary counts including others as necessary.
- Work with staff to ensure that lessons learned from project and program evaluations are captured well and documented
- Participate in new innovative M&E initiatives such as Photo Voice, Most Significant Change and take responsibilities to implement them in the field in coordination with LAMIKA staff and AM&EL Unit.
- Work closely with the GIS team of the AM&EL Unit and help identify and collect GEO referenced data of the implemented programs of Partners and self –implemented program activities.
- Work closely with AtB team of the AM&EL Unit and help implement AtB principles and concepts effectively for the LAMIKA Program.
- Perform other work related duties as assigned by the AM&EL Team and LAMIKA Manager.

Partnership Monitoring (Global Communities, Mercy Corps, IRC-GBV)

- Assist HRC and Partners to develop their Monitoring and Evaluation Plan (PMP) with appropriate Output and Outcome Indicators following the guideline.
- Assist Partners to design baseline and end line surveys and evaluation plans. Provide technical support to design instruments and tools for the planned studies. Coordinate the implementation as required.
- Ensure Partners have followed the M&E Standards and Protocols as set by the AM&EL Unit, in the planning and implementation of monitoring and evaluation systems
- Design field monitoring systems, participatory or joint monitoring systems with Partners to ensure that implementation of program activities are closely monitored and issues are identified and addressed.
- Ensure and follow up with all partners, in conjunction with Sr. AM&EL Delegate, that partners are reporting their data routinely as prescribed.
- Conduct time to time the data quality check of reported data, and systems of storage and maintenance kept in the partner offices and provide recommendations
- Design and conduct small qualitative studies of partners' program such as GBV groups, housing groups, health and DRR groups and identify and highlight the strengths and weaknesses of the program and beneficiary satisfaction as per the findings.
- Assist implementation of AtB and GIS activities for the partner projects.

Qualifications and Experience

Bachelors' degree in Business Administration, Economics or Social Science field (Preferably Master).

Working experience in community-based programs, community outreach and participatory methodologies

Training and capacity building experience

Considerable amount of experiences (Minimum six years) in the monitoring and evaluation of large integrated projects and programs

Practical skills in the use of statistical software such as SPSS, CSPRO, STATA

Fluency in English, Creole, French

Capacity to organize and maintain database systems and advanced skills in Microsoft Office programs

Analytical and reporting abilities and be proactive

Willing and able to travel whenever required for work purpose

Sensitivity to diversity, flexibility and adaptability, interpersonal skills

The rules of conduct form an integral part of this contract and must be signed by the employee upon employment. This job description supersedes any prior version relative to the incumbent.

The American Red Cross is an Equal Opportunity/Affirmative Action Employer.

Interested candidates should send their Curriculum Vitae with cover letter, all copies of certificates or diplomas, copy of ID card (NIF or CIN), certificate of police record by 5:00 pm 31 Mars 2015 at the following addresses:

*Att.: Human Resources : LAMIKA Monitoring and Evaluation (M&E) Manager (National Position)
American Red Cross Office
22, rue Métellus, Pétion-Ville, Haïti, HT 6110*

Or at : amcrosshrrecruitment@gmail.com

Subject : LAMIKA Monitoring and Evaluation (M&E) Manager (National Position)

Please notice that only selected candidates will be contacted.