



UN World Food Programme – Lebanon
JOB ADVERTISEMENT
VACANCY ANNOUNCEMENT NO. VA-14/2023

Post Title:	Monitoring & Evaluation (M&E) Officer
Contract type:	Service Contract
Post Grade:	SC8
Duty Station:	Beirut Country Office
Duration:	12 Months (Renewable based on business need and performance)
Date of issue:	11 July 2023
Closing Date:	01 August 2023

WFP seeks candidates of the highest integrity and professionalism. Selection of staff is made on a competitive basis. WFP does not charge a fee or request bank details at any stage of recruitment process. We are committed to diversity and inclusion within our workforce and encourage all qualified candidates to apply irrespective of religion or belief, ethnic or social background, gender, gender identity, and disability.

يبحث برنامج الأغذية العالمي عن موظفين لديهم درجة عالية من النزاهة والمهنية. يتم اختيار الموظفين على أساس تنافسي. لا يتقاضى برنامج الأغذية العالمي أي رسوم ولا يطلب أي معلومات مصرفية خلال أي مرحلة من مراحل التوظيف. نحن ملتزمون بالتنوع والإشراك ضمن القوى العاملة ونشجع جميع المرشحين المؤهلين على تقديم الطلبات بغض النظر عن دينهم، معتقداتهم، خلفيتهم العرقية أو الاجتماعية، جنسهم، هويتهم الجنسية أو إعاقاتهم.

- This position is open to qualified **Lebanese** candidates **only**.
- Women and persons with disabilities are encouraged to apply.
- Our premises are accessible, and we are committed to accommodating any required reasonable accessible needs to remove barriers in the workplace.
- Only shortlisted applicants will be contacted.

Organizational Background:

Assisting more than 115.5 million people in 120 + countries and territories each year, the World Food Program (WFP) is the leading humanitarian organization saving lives and changing lives, delivering food assistance in emergencies partnering with governments, and providing common services that allow the entire humanitarian community to save lives in emergencies and build the resilience of food insecure people and communities.

As the international community has committed to end hunger, achieve food security and improved nutrition by 2030, one in nine people worldwide still do not have enough to eat. Food and food-related assistance lie at the heart of the struggle to break the cycle of hunger and poverty.

WFP Lebanon provides humanitarian assistance to over 2 million vulnerable persons for food and other essential needs through cash-based transfers and in-kind food. WFP Lebanon also provides food assistance in the form of snacks and fresh food to school aged students and promotes resilient livelihoods and sustainable food systems. In addition to direct assistance to the most food insecure and vulnerable people, WFP also supports government institutions, partners, and other entities to strengthen their capacity to deliver social assistance.

To know more about WFP's mission, please check the below video:

<https://www.facebook.com/WorldFoodProgramme/videos/10154930622760178/U32T>

Organizational Context: The post is based in Beirut CO and the incumbent is to report to the Head of M&E

Job Purpose: To support the development and implementation of Monitoring, Review and Evaluation Plans aligned to WFP corporate standards to generate quality evidence on the lives of beneficiaries and inform policy, strategy and programme design and implementation.

Duration: 12 months (renewable based on business need and performance)

Key Responsibilities (not all-inclusive, nor exhaustive):

Under the supervision of the Head of M&E, the incumbent will perform the following tasks:

- Contribute to evidence-based decision-making on programme design and implementation, notably through making monitoring, review, and evaluations findings accessible, developing innovative, user-friendly and informative products.
- Support line manager in ensuring that CO monitoring systems and tools are in place and compliant with corporate standards including the minimum monitoring requirements (MMR), standard operational procedures (SOP) and establishment of baselines and targets in alignment with the updated corporate results framework (CRF), M&E corporate policies and guidance and data protection and privacy policies.
- Incorporate adequate M&E provisions and templates into all Field Level Agreements (FLAs), ensuring alignment with corporate standards. Follow-up on field activities and monitoring initiatives and ensure technical support to field offices in executing M&E related tasks.
- Support output, process and outcome monitoring data, including distribution monitoring, activity implementation monitoring, post-distribution monitoring, retail performance monitoring, surveys using questionnaires and question guides developed by the CO building on corporate tools.
- Lead data collection exercises, including survey design, sampling, monitoring plans and monitoring coverage, with regular travel to field offices and activity sites for training and oversight missions. Ensure that collected data Integrate protection, gender, equity, disability and other inclusion aspects as appropriate in all M&E work.
- Oversee regular data quality checks at different stages of the monitoring cycle, ensuring that monitoring data and reports are timely, complete and of high quality.
- Conduct analysis and interpretation of the country monitoring data that responds to the Country Office and corporate information needs.
- Produce regular reports to showcase the results of the monitoring.
- Arrange regular meetings between M&E and programme to review monitoring and evaluation findings and discuss recommendations.
- Support the development of M&E guidance materials, tutorials and training materials for CO and FO staff and partners as necessary.
- Contribute to building M&E capacity of WFP staff, government and partners through training and information sharing as necessary.
- Other activities as necessary.

STANDARD MINIMUM ACADEMIC QUALIFICATIONS:

Education: Advanced University degree (i.e. Master's degree or higher) in in Economics, Food Security, Agriculture, Statistics, Data Science, or any other related field or First University degree in a relevant field (i.e. Bachelor's degree) with additional years of related work experience or training/courses.

Experience: One (1) or more years of postgraduate senior professional experience (after completion of Advanced University degree) in the field of monitoring and evaluation or project management. Experience using a variety of quantitative and qualitative analytical tools and methods is a must, or, three (3) years or more of senior professional experience after completion of First University degree.

Language: Fluency in both oral and written communication in English and Arabic languages.

“WFP is committed to an accessible, inclusive recruitment process. Please contact us at global.inclusion@wfp.org to advise us of any disability related reasonable accommodation or accessibility requests you may have. A member of the reasonable accommodation team will contact you to confidentially discuss your needs.”

THE WORLD FOOD PROGRAMME DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, ASSESSMENT, INTERVIEW MEETING, OR PROCESSING). THE WORLD FOOD PROGRAMME DOES NOT REQUIRE INFORMATION ON APPLICANTS' BANK ACCOUNTS.

Applications must be submitted online:

Application procedures:

Go to: <https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=828097&company=C0000168410P>

Step 1: Create your online CV

Step 2: Click on “Description” to read the position requirements and “Apply” to submit your application

NOTE: You must complete Step 2 in order for your application to be considered for this vacancy