



UN World Food Programme – Lebanon
JOB ADVERTISEMENT 831263
VACANCY ANNOUNCEMENT NO. VA-05/2024

Post Title:	Re-advertised - Monitoring & Evaluation (M&E) Officer
Contract type - Grade:	Service Contract – SC8
Duty Station:	Beirut Country Office
Contract Duration:	12 Months, (Renewable based on availability of funds, business needs and performance)
Date of issue - Closing Date:	09 April 2024 - 23 April 2024, 11:59 PM Rome time

WFP Lebanon encourages female candidates and people with disabilities to apply.

WFP celebrates and embraces diversity. It is committed to the principle of equal employment opportunity for all its employees and encourages qualified candidates to apply irrespective of race, colour, national origin, ethnic or social background, genetic information, gender, gender identity and/or expression, sexual orientation, religion or belief, HIV status or disability. **WFP does not charge a fee or request bank details at any stage of the recruitment process.**

As an inclusive employer, WFP is committed to providing a supportive recruitment process for individuals with disabilities. Please contact us at lebanon.recruitment@wfp.org (and copying in global.inclusion@wfp.org) to advise us the type of support and reasonable adjustments you may require at this stage. A member of the reasonable accommodation team will contact you to confidentially discuss your needs.

Organizational Background:

Assisting more than 115.5 million people in 120 + countries each year, the World Food Program (WFP) is the leading humanitarian organization saving lives and changing lives, delivering food assistance in emergencies, and helping individuals and communities find life-changing solutions to the multiple challenges they face in building better futures.

In conflict situations, we bring relief to exhausted populations and use food assistance to build pathways to peace and stability – work for which WFP was awarded the Nobel Peace Prize in 2020.

WFP Lebanon provides humanitarian assistance to vulnerable people 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/>

Job Purpose: Under the supervision of the Head of Monitoring & Evaluation (M&E), the incumbent will 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.

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

- 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 Monitoring & Evaluation 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 in the designing of programme Theory of Change and developing Logical Frameworks.
- 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 Food Security, Agriculture, Economics, 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: At least one (1) year of postgraduate professional experience (after completion of Advanced University degree – MS/MBA) or, three (3) years professional experience (after completion of First University degree – BS/BA) in the field of monitoring and evaluation or project management. Experience using a variety of quantitative and qualitative analytical methods, tools (such as SPSS), and reporting is a must.

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

Required Experiences for entry into the role:

- Previous experience in humanitarian or development contexts and knowledge of the humanitarian or development activities and frameworks in the country.
- Very good experience in coordination, facilitation, and follow-up.
- Very good analytical and writing skills.
- Very good experience using computers including Microsoft Office specifically Word, Power Point and Excel.
- Good experience utilizing statistical processing tools such as SPSS or STATA.
- Very well-organized.
- Excellent English writing skills.

WFP Leadership Framework: Common Standards of Behaviour

- Leads by Example with Integrity
 - Upholds WFP values, principles, and standards
 - Respects others and values diversity
 - Stays focused and calm under pressure
 - Demonstrates humility and a willingness to learn
- Drives Results and Delivers on Commitments
 - Delivers results for maximum impact
 - Delegates appropriately
 - Adapts readily to change
- Fosters Inclusive and Collaborative
 - Is inclusive and collaborative
 - Gives timely and constructive feedback
 - Builds and shares new perspective
- Applies Strategic Thinking
 - Communicates and fulfils WFP's vision
 - Embraces curiosity and new ways of doing things
 - Analyses and evaluates data
 - Considers the impact of decisions
- Builds and Maintains Sustainable Partnerships
 - Collaborates to deliver common objectives

Terms and Conditions:

- WFP offers a **competitive benefits package** including salary, various types of leaves including maternity and paternity, medical and life insurances, provision of breastfeeding rooms for new parents, and various wellness platforms.
- WFP Lebanon offers flexible working hours schedule upon prior approval.
- Our **premises are accessible**, and we are committed to accommodate to any required reasonable accessible needs to remove barriers in the workplace.
- Only shortlisted applicants will be contacted.

Applications must be submitted online:

- Step 1: To apply to this position, click on the link existing at the end of this page.
- Step 2: You will be directed to WFP Official Website to view the vacancy details. Click on Apply to be directed to the application process
- Step 3: if you do not have an account, you will have to create your profile and submit your CV in the platform
- Step 4: Once your profile is completed, Click on "Apply" to submit your application

NOTE: You must complete Step 3 in order for your application to be considered for this vacancy

- Click the following link to apply for this position:

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=831263&company=C0000168410P>

WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status.

No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.