CARE International Roster for Emergency Deployment

(CI-RED) Terms of Reference – *Monitoring & Evaluation*

Purpose / Role

Many team members will have responsibility for monitoring and evaluation activities in an emergency response, in particular project managers and field officers who collect data on response activities. It is important that a full time member of the emergency team is designated or recruited at the outset of the response as Monitoring and Evaluation Coordinator with the overall responsibility for coordinating monitoring and evaluation activities.

The CI RED M&E Advisor will support CO Emergency M&E Coordinator and the CO staff in their efforts to develop an appropriate monitoring and evaluation (M&E) system, adapt and implement data collection and analysis tools, mechanisms and systems based on a coherent monitoring framework.

By the end of the deployment of the M&E Advisor, functioning monitoring processes will be in place that are ‘good enough’, that allow senior managers to make informed decisions in the early stages of the response and that the CO Emergency M&E coordinator / unit can improved over time.

Responsibilities

**Strengthen CARE and staff capacity**

* Staff have an shared vision of the key monitoring and evaluation requirements.
* Staff understand CARE’s quality and standards as well as global reporting requirements
  + CARE’s core output and outcome indicators (drawing on HAF performance targets, core sector indicators, Sphere standards and other available tools)
  + CARE’s SADD guidance
  + CARE’s global reporting requirements (situation reports, communication material etc.)
* One (or more) appropriately specified CARE national staff member has worked closely with the advisor and has the skills, confidence and support to take forward the work in the longer term.
* CARE staff have identified opportunities to work collaboratively across agencies where appropriate, to share ideas, experiences, successes and challenges.

**Monitoring systems are strengthened and evaluation processes initiated**

* The response strategy clearly established performance targets from the outset of the response and indicates adequate monitoring mechanisms for those targets that would be reviewed periodically through response reviews and evaluations
* An adequate structure and process flows are in place (with appropriate work plan and roles and responsibilities) to insure the collection of required data, effective data flows and analysis capacity based on generally accepted good-enough standards, and relevant and timely M&E information is provided in user-friendly formats to key stakeholders, including beneficiary communities, CARE senior management and donors.
* A mechanism is established to review the systems, and to improve and adapt them appropriately to changing operating contexts
* Act as a focal point to plan, and if appropriate also organise and manage rapid (accountability) reviews, evaluations and/or After Action Reviews (AARs).

**Identify and deliver any appropriate immediate support activities**

* Conducting awareness raising and training for CARE HO and field staff (based on capacity building needs) about immediate and longer term data collection needs, implications on project design and ongoing field work.
* Further developing monitoring framework for CARE’s response strategy and monitoring plan, including identifying technical support needs related to data collection and management (tools, database), the sectors of interventions (input/output monitoring), expected results and relevance (outcome monitoring, evidence based advocacy).
* Providing on the job training / coaching (such as reviewing indicator frameworks in proposals, supporting assessments, identification of electronic tools and software, collection of SADD etc.)

**Identify and facilitate opportunities for joint activities and inter-agency collaboration**

* Help the Country Office to establish joint assessments and compatible monitoring systems collaboratively with national and international agencies responding to the emergency / crisis.
* Support participation by CARE in joint needs and vulnerability assessments, pre- and post- distribution monitoring initiatives, compatibility of tools and data management systems

**Document and share outputs and lessons learned**

* **A trip report** within 10 days of the end of the deployment – the primary target audience being Country Office staff as an aid memoire and to facilitate any follow up. This will include a report of activities undertaken:
  + Strategy, work plan, protocols, formats, tools that have been developed, diagram of what monitoring systems looks like.
  + Any good practice examples of how monitoring systems and evaluation processes are being put into practice in the context, and how challenges are being addressed.
  + Feedback on CARE global monitoring tools (CET, sitreps etc.)
  + A trip report outputs, lessons learned and recommendations. Outputs could include: Lessons learned from the experience of undertaking this type of deployment, including working collaboratively with others.
* **A case study** of the CO’s experience of putting Monitoring Systems and Evaluation processes into practice, to be developed by the advisor in collaboration with the CO national counterpart to generate lessons learned from developing such systems and to incorporate any evidence of the difference it may, or may not have made.

**Capacity and role of advisor**

* The advisor is expected to work with specific staff member(s) of CARE. This person has a key monitoring and evaluation role within CARE’s response. The advisor will ensure that this person is integral to working with CARE staff to build capacity and develop systems that are appropriate to the context.
* All staff members understand and abide by the CARE Prevention of Sexual Exploitation and Abuse (PSEA) / Child Protection (CP) Policy. All staff must sign the relevant Code of Conduct. Staff are required to report any suspicions of exploitation and abuse of children and vulnerable people via established internal mechanisms. All staff must adhere to CARE’s zero tolerance policy for sexual exploitation and abuse of children.

Key Internal Contacts

CI-RED team

Key External Contacts

Reporting Lines

Reports to the Team Leader.

Selection Criteria

**Core Competencies**

* People Skills: Ability to work independently and as a team player who demonstrates leadership and is able to support and train local and international staff and also able to work with disaster affected communities in a sensitive and participatory manner.
* Communication Skills: Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of CARE. This includes effective negotiation and representation skills.
* Integrity: Works with trustworthiness and integrity and has a clear commitment to CARE's core values and humanitarian principles.
* Resilience/Adaptability and flexibility: Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
* Awareness and sensitivity of self and others: Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
* Work style: Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
* Knowledge and skills: knowledge of CARE policies and procedures, Sphere and the Red Cross/ NGO Code of Conduct. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.
* 3 – 5 years humanitarian aid experience.
* Multiple language skills desirable.

**Required Technical Competencies**

* Appropriate Bachelor’s degree or Diploma.
* 3 years of experience in policy and/or advocacy roles with a humanitarian aid organization. Note that CARE recognises that roles without a specific policy/Advocacy job titles may nonetheless include substantial policy or advocacy work. Practical field experience with an agency delivering humanitarian response. Considerable and demonstrable experience in policy development, influence and advocacy planning; with a proven understanding of diplomatic practices and experience in conveying complex messages in a politically sensitive environment.
* Discretion and sound reasoning in dealing with sensitive matters; ability to independently solve complex and challenging problems.
* Proven experience and highly developed skills in policy influence at national and international levels with a range of audiences.
* Demonstrable and substantive knowledge of the political and humanitarian situation of the issues facing countries affected by crisis or in transition.