



## VACANCY ANNOUNCEMENT COMMUNITY MOBILIZER

<b>Organization</b>	Global Initiative for Resilience and Development (GIRD) <a href="http://www.girdglobal.org">www.girdglobal.org</a>
<b>Position Title</b>	MEAL and Communication Officer
<b>Number of Positions</b>	One (1)
<b>Reporting To</b>	Program manager/National program officer
<b>Working With</b>	GIRD project team
<b>Duty Station</b>	<b>Covering all project areas</b>
<b>Duration</b>	6 Months
<b>Starting Date</b>	Immediately
<b>Application Deadline</b>	July 2, 2023

### INTRODUCTION TO GIRD

Global Initiative for Resilience and Development (GIRD) is a non-profit organization established by a group of professionals in various areas such as Agriculture, Fishery, Forestry, Water, Environmental, and Natural resources. It is legally registered in Kenya and Somalia. GIRD operates in Northern Kenya such as Tana River, Garissa, Wajir, Mandera, Moyale, and Isiolo in Somalia it operates in northern Somalia and Southern Somalia. GIRD was founded to mobilize and build the capacity of pastoralist communities by offering technical assistance and restoration of harmony among diverse communities. GIRD has extensive working experience, technical expertise, and collaboration with key community partners and governments. GIRD constantly promotes community participation in project planning, implementation, monitoring & evaluation to improve the accountability, transparency, and sustainability of its interventions. We believe in “Humanity first” and have been encouraging rural pastoralists to enhance their coping mechanism against climate change by conducting community-managed disaster risk reduction (CMDRR). GIRD has experience in designing and implementing community-based Relief Rehabilitation and Development Projects. Environmental resources management for the improvement of livelihoods for the pastoralist people in Northern Kenya and Northern and Southern Somalia. Strong interventions are meant to promote peace and co-existence between the various communities in complex emergencies in Northern Kenya and Somalia. GIRD works directly with beneficiary pastoral communities at large to identify their needs and find appropriate solutions.

#### **Role purpose:**

The MEAL Officer will serve as GIRD's focal point for Monitoring, Evaluation, Accountability, and Learning (MEAL) supporting the implementation of the overall MEAL system for all GIRD projects. S/he will assist the national program officer and program Manager with activities, including data collection, database management, and analysis, implementing project monitoring, accountability, and learning. The MEAL Officer will support all efforts for promoting a high level of beneficiary accountability and will manage the feedback mechanism. The MEAL officer leads in data entry and management in respective projects as needed. This role's main purpose is to ensure the quality, accountability, effectiveness, and appropriateness of the program's actions and interventions. The MEAL officer will also be supporting the project in procurement and logistics when called to.

### **Key Responsibilities**

- **Monitoring and Evaluation Tools Development**

- Support the development of project MEAL tools and translations.
- Develop budgets and work plans to ensure high-quality data collection.
- Scripting and supporting in ensuring all data collection tools are uploaded to Kobo
- Development of the project database
- Support the PM in the development of project work plans and project funds requests.
- Support in the development of the project's Learning system to capture and document positive and negative learnings that feedback into project design and planning.

- **Project monitoring**

- Ensure the projects have DIPs, M&E plans, and frameworks that are updated every month or when required.
- Support in collecting data needed for the outcome indicators and support Project Manager/National program officer with data collection processes if needed
- Support the MEAL team with conducting assessments as needed, facilitate focus groups and other qualitative data collection exercises
- Monitor activity implementation progress against objectives and work plans
- Collecting data regularly as per the detailed activity plan, and ensuring adherence to MEAL-related systems for quality project implementation are strengthened.

- Participation in routine field visits to verify data, and orient project staff and partners on data collection tools.
- Facilitate the data collection of other project teams and consortium partners when needed and verify the collected data and beneficiary figures (gender, age, and disaggregated overview).
- Monitor overall project implementation and provide feedback and support to the general strategy and accountability of the project, and produce regular monitoring reports on results of implementation progress including data analysis.

- **Data Management and Analysis**

- Enter, clean, and consolidate the data collected at the field level in a project database accurately.
- Maintain the project database of data capturing all activities for easy retrieval, extraction, and analysis to support the project team
- Analyze the data monthly or after project activities are concluded
- Prepare and share monthly and quarterly MEAL statistics with Program Manager /national program officer
- Prioritize integrity of data and reports, their accuracy and validity to the utmost standard, including through identifying potential ruptures in data integrity and applying corrective measures.

- **Accountability & compliance**

- Assist with the development of the project's complaints, feedback, and response mechanism (CFRM).
- Assist with the roll-out and implementation of the project's Complaints Feedback and Response Mechanism (CFRM). Support by actively seeking and responding to feedback from all members of targeted communities and other stakeholders as defined by the CFRM.
- Support the PM to ensure that projects are carried out with participation from all targeted groups (including women) and that information is shared effectively.
- Maintain the Complaints and feedback received and ensure a timely and appropriate follow-up if needed
- Conduct community visits, and focus group discussions with beneficiaries and non-beneficiaries to receive feedback on project progress



- Liaise with various community stakeholders and mobilize them to ensure the full involvement of community leaders, community representatives, and local government representatives in the overall implementation and improvement of project MEAL activities.
- Ensure external accountability to donors through the implementation of timely and quality MEAL activities leading to timely and accurate reporting including data analysis
- Ensure that all program is implemented by international standards (such as but not limited to CHS) and National standards.

- **Programme Learning and Documentation**

- Work with the PM and Communication team to ensure documentation of program learning initiatives and outcomes (case studies, photos, lessons learned, most significant change stories, etc.)
- Participate in the documentation and dissemination of this learning to other team members to ensure that good practice is understood and adopted and information exchanged.
- Support in archiving project documents at the country offices.
- Under the guidance of the MEAL Manager, coordinate communication and facilitate MEAL-related information sharing among the project team and project participants at the community level.

- **Reporting**

- Support in ensuring that all GIRD internal reporting and donor requirements are met with timely, relevant, triangulated, and well data validated.
- Ensures that necessary reporting components are lined up in advance of report deadlines and responsible persons are followed up on the schedule.
- Support the PM in consolidating the monthly program reports.
- Produce draft reports on the findings of assessments and surveys (such as baseline/ending, KAP surveys, client satisfaction surveys, social norms assessments, household surveys, internal evaluations, etc.)

- **General Support**

- Perform any other duties and responsibilities within the overall function of MEAL as and when requested.
- Facilitate capacity building for consortium partners' staff on skills and knowledge related to MEAL and implementing feedback mechanisms.
- Support during main meetings with partners by writing minutes when called to and responding to project administrative needs.
- Support logistics and procurement aspects of the project, including the development of procurement plan and actualization in liaison with admin, raising purchase requests, following up on procurements, and organizing travels, among others.
- Support financial aspects by drafting monthly Funds requests and support the admin department in reviewing financial documents from partners.



## Qualification and other requirements

### Minimum Qualification and Experience

- Bachelor's degree, preferably in Economics, Statistics, or a related field
- 2 years of progressive work experience in MEAL, preferably in the Arts and Culture sector/development context, in an international/NATIONAL NGO, and a similar role/with similar responsibilities.
- Knowledge of monitoring and evaluation methodologies, including logical models, conceptual frameworks, and assessment/evaluation.
- Experience in collecting and analyzing quantitative and qualitative data.
- Previous experience with evidence-based M&E frameworks and programs, with emphasis on participatory and partnership-based MEAL approaches.
- Previous experience with mobile data collection tools (ODK, ONA, KOBO).
- Experience in database development/management.
- Confident user of MS Windows and MS Office packages (Excel, Word, PowerPoint), knowledge and use of other databases, data analysis, and/or data visualization tools preferred (such as Adobe Suite, Illustrator, and InDesign).
- Experience in child safeguarding and assured commitment to CISP values and Child Protection Policy.
- Have a valid certificate of good conduct.

### Required Skills

- Observation, active listening, and analysis skills with the ability to make sound judgment
- Good interpersonal skills and the ability to interact effectively with diverse groups (local partner organizations, donors, private sectors partners, and national authorities)
- Good relationships management skills with the ability to work collaboratively as part of a team
- Ability to work well in an international environment with people from diverse backgrounds and cultures
- Proactive, results-oriented and service-oriented
- Well-developed conceptual, critical, analytical thinking, and planning skills
- Creative, willing to develop and encourage innovative solutions
- Good understanding of cross-cutting issues
  
- Outstanding organizational and time management skills
- Ability to multitask and prioritize daily workload
- Able to meet deadlines and work both independently and as part of a team
- Excellent and persuasive writing skills
- High degree of integrity and ethics, able to demonstrate a record of upholding the accuracy and validity of data/reports to the utmost standard
- Fluency in verbal and written English and Somali is required
- Flexible and willing to travel extensively to multiple field locations

## APPLICATION PROCESS

GIRD is inviting applications from qualified and motivated candidates who meet the above requirements to submit an updated CV, cover letter, and contact information for three work-related referees to the Human Resources Department account: [hr@girdglobal.org](mailto:hr@girdglobal.org) with the subject line " **MEAL and Communication Officer** ". Applications are accepted from June 18 to July 2, 2023. Applications received later than July 2<sup>nd</sup> 2023 will be disregarded

GIRD is an equal opportunity employer. Only short-listed candidates will be contacted for an exam and interview.