



## Job Description

Rights Respected, People protected

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Position:	Monitoring & Evaluation Coordinator
Reports to:	Area Manager
Supervision of:	M&E Officer and M&E Assistant
Duty station:	Tehran
Travel:	50%
Project number:	IRFP0000
Duration and type of contract:	12 months or until the end of 2018

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All NRC employees are expected to work in accordance with the organisation's core values: dedication, innovation, inclusivity and accountability. These attitudes and beliefs shall guide our actions and relationships.

### 1. Role and responsibilities

The overall purpose of the M&E Coordinator (Areas Central and East) position is to coordinate all aspects of M&E related to projects being implemented in Areas Central and East, while contributing strongly to the overall development of NRC Iran's M&E Capabilities. The M&E Coordinator (Areas Central and East) will sit within the M&E Unit, and report to the Area Manager (Central and East), while having a technical management link to the M&E Manager, who is based in Tehran Country Office.

#### Generic responsibilities

- Adherence to NRC policies, guidance and procedures
- Support and contribute to the development and implementation of M&E systems, including M&E SOPs, guidance and tools
- Participate in programme design and proposal discussions, including theory of change development, log frame design and budgeting for M&E
- Support programme staff in planning for and executing M&E, including, data collection methodology and tools and data management, analysis and use
- Support the implementation, dissemination and use of evaluations, assessments and monitoring data in programme development, adjustment or review
- Contribute to organisational learning through supporting specific analysis, lessons learned and reports
- Capacity building and training of programme and M&E support staff on M&E technical and conceptual areas
- Supervise and mentor M&E support staff in executing M&E plans
- Contribute to the design of M&E staffing structure and resourcing, including collaboration with programme staff to identify and plan for M&E needs
- Promote the rights of IDPs/returnees in line with the advocacy strategy

#### Specific responsibilities

- Line **managing a small team of 1 M&E Officers and 1 M&E Assistant**, involving tasking, monitoring, supporting and developing these staff to achieve both the M&E Unit objectives and their personal work and development objectives;
- Developing **Logical Frameworks** and **M&E Matrices** for projects in Areas Central and East, including choosing indicators and collaboratively setting targets with project teams;



- Contributing to the development of **output and outcome monitoring methodologies** for projects in Areas Central and East, including defining appropriate approaches, tools, fieldwork plans, sampling plans, budgets, resourcing plans, and analysis plans;
- Storing M&E data in a manner that complies with **NRC data protection Standard Operating Procedures (SOPs)**;
- Overseeing the quantitative and qualitative analysis of **M&E data**, and producing output and outcome monitoring reports;
- Ensuring the registering of project achievement data into the **NRC Global Output Reporting System (GORS)**, and leading the compilation of **aggregated Iran GORS data** on a quarterly basis;
- Contributing to **Grant Opening Meetings, Project Review Meetings** and **Grant Closure Meetings** for projects in Areas Central and East; including Contribution to **donor reports**
- Contributing to **regular NRC Iran learning sessions** related to projects and themes in Areas Central and East; including contribution to local partners capacity building.
- Develop, Implementing and review the Country-level **M&E annual strategy** and all its initiatives at an Area-level;
- Contributing to **needs assessments** and **urban profiling exercises** as required;

#### Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Area Manager (Areas Central and East)
- Technical Coordinators and officers in core competencies for Area Central and East

#### Scale and scope of position

Staff:	1 M & E officer and 1 M & E assistant
Stakeholders:	Key external stakeholders the post has relationships with (e.g. UN agencies, INGOs, local NGOs, civil society, governmental bodies)
Budgets:	Budgets for monitoring outcomes and outputs, needs assessments, reviews and evaluations will be developed for each project and administered by the M&E Coordinator (Areas Central and East);
Information:	The M&E Coordinator (Areas Central and East) is responsible for i) administering the NRC Global Output and Outcome Reporting System (GORS) and ensuring data in the system is accurate, up-to-date, and being used by the project teams to improve their performance;
Legal or compliance:	Code of conduct and Terms of Employment

## **2. Competencies**

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

### 1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

#### **Generic professional competencies:**

- Experience from working in an M&E role in a humanitarian/recovery/development context;
- Previous experience from working in complex and volatile contexts;
- Advanced level in all common MS Office applications (Word, Excel, PowerPoint);
- Fluent English and Farsi;
- Documented results related to the position's responsibilities
- Knowledge about own leadership skills/profile

#### **Context/ Specific skills, knowledge and experience:**

- Experience working with refugee contexts is a plus.
- Strong knowledge of typical M&E activities (Log frames, quantitative and qualitative methodologies, sampling, quantitative and qualitative analytical approaches, etc.);
- Strong knowledge of humanitarian and development M&E frameworks and standards (OECD DAC, SPHERE, INEE, etc.);
- Knowledge of data collection software e.g., KoBo or ODK Collect is a plus;
- Knowledge of GIS software e.g., ArcGIS or QGIS is a plus;

### 2. Behavioural competencies

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:

- Planning and delivering results;
- Empowering and building trust;
- Communicating with impact and respect;
- Handling insecure environments.

### **3. Performance Management**

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The Work and Development Plan
- The Mid-term/End-of-trial Period Performance Review Template
- The End-term Performance Review Template
- The NRC Competency Framework



Interested candidates should apply through the following link:

[www.nrc.no/vacancies](http://www.nrc.no/vacancies) select Iran under Location window and through the Webcruiter latest by May 19<sup>th</sup> 2018.