

This job posting is open for Egyptian nationals only

Terms of Reference

M&E Program Associate

Project Title: Consolidating Peace, Security and Stability in Africa
Post Title: M&E Program Associate
Contract Duration: 12 months (1 April 2018 - 31 March 2019) with possible extension
Project Duration: 1 April 2018 – 31 March 2019
Implementing Partner: Cairo International Center for Conflict Resolution, Peacekeeping and Peacebuilding (CCCPA)
Application Deadline: **22 April 2018**

I. Background:

Today's conflicts are deadlier, costlier and more protracted, with civilians – most notably women and children – bearing the brunt of war. Conflict dynamics are also becoming increasingly complex, so are their connections to other threats to peace and security, most notably terrorism, organized crime, forced migration and mass movement of people.

This could not be truer than in the case of Africa. The continent has witnessed an unforeseen relapse to conflict in some countries and rising tensions in others. Terrorist threats have grown in scope and complexity, with organizations such as Boko Haram and Al-Shabab expanding beyond Nigeria and Somalia, leading to thousands of mainly civilian deaths.

A once-in-a-generation global episode of forced migration and internal displacement is hitting Africa the most. Of a global total of 60 million migrants, 34 million are African, mostly women and children, and 63% of cross-border movements of people are taking place within the continent.

As a result, the global and African responses need to evolve. A renewed focus on conflict prevention and resolution necessitate new investments in early warning, crisis management and mediation capacities. Peacekeeping needs to become more effective, and peacekeepers must be trained to meet emerging operational realities. Disarmament, Demobilization and Reintegration (DDR) programs need to evolve to be fit for purpose in asymmetrical conflict environments, where much of the violence is perpetuated by terrorist and criminal organizations. African capacities to prevent radicalization and extremism leading to terrorism and to combat human trafficking and smuggling of migrants need to be strengthened.

This project will contribute to enhancing African capacities to prevent, manage and resolve conflicts, and to combat transnational threats and challenges to peace and security in Africa. Specifically, the project will contribute to achieving the following two outcomes: a) developing and advancing new approaches in peacebuilding; and b) bridging emerging capacity gaps and addressing new and urgent needs in the field.

Based on a thorough and comprehensive analysis of the evolving threat environment in Africa and the critical capacity gaps needed to prevent conflict and sustain peace, this project aims to develop innovative approaches and the critical capacities needed in four key areas (project outputs):

1. Enhancing African communities' resilience to radicalization and extremism leading to terrorism;
2. Enhancing African capacities in peacekeeping;
3. Enhancing African capacities in conflict prevention and resolution; and
4. Enhancing African capacities in combating transnational threats and organized crime.

Under the supervision of the Project Manager and Program Coordinator, the **M&E Program Associate** will be asked to assist with evaluating and monitoring the outputs of the project activities and ensuring their timely and efficient completion.

II. Duties and Responsibilities:

- Maintain and update the project's monitoring and evaluation plan, based on the project document specifically the outputs, outcomes and indicators. This will include the following:
 1. Determine sources of data and collection methods.
 2. Develop criteria and evaluation scheme for the project impact, benefit and sustainability.
 3. Develop M&E tools for the project activities and outputs to measure the required indicators.
 4. Regularly review and update the M&E plan.
- Execute M&E activities included in the Annual Work Plan, with particular focus on results and impacts. This will include the following:
 1. Promote a results-based approach for monitoring and evaluation, emphasizing results and impact.
 2. Prepare consolidated progress reports for project management including identification of problems, causes of potential bottlenecks in project implementation, and providing specific recommendations.
 3. Undertake visits to the field to support implementation of M&E and to identify where adaptations might be needed.
 4. Facilitate, act as resource person, and join if required any external supervision and evaluation missions.
 5. Monitor the follow up of evaluation recommendations
- Prepare project reports (quarterly and annual reports), as well as progress reports to monitor and ensure that the target participation in each project output is achieved.
- Other duties as required by CCCPA management.

III. Competencies:

- Proven research ability;
- Ability to conduct him/herself in a professional manner;
- Ability to take responsibility for one's own performance, by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly.
- Excellent administrative skills are required and strong qualities in working with teams.
- Organizational skills: Proven ability to demonstrate initiative in dealing with a large volume of work under time pressure, setting priorities, organizing work independently while meeting deadlines and adapting to a constantly developing working environment;
- Ability to work with a high degree of accuracy and attention to detail;
- Excellent communication (oral & written) and interpersonal skills. Ability to act with tact, diplomacy, discretion and respect for confidentiality;
- Proficiency in MS Office Suite (Word, Excel, etc).

IV. Education

University degree in political science, international relations, economics, law or equivalent is a must. Completion or enrollment in a Master's Degree program is an asset.

V. Work Experience

Previous work experience in a related field is required for this job. A previous experience in research/training institution would be a strong asset.

VI. Languages

Mastery of Arabic AND English is required. A third language would be a valuable asset.

VII. Assessment Method

Evaluation of qualified candidates for this position will include a substantive assessment, which will be followed by a competency-based interview with CCCPA director.

Please address applications to applications@cairopeacekeeping.org with the subject heading **"M&E Program Associate"**. Applications should include a full CV and letter of motivation.

Only shortlisted applicants will be contacted.

Compensation is commensurate with qualifications and experience.

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