



FAO Representation – Afghanistan

**VACANCY ANNOUNCEMENT**

**Issued Date:** 24 June 2021  
**Closing date for applications:** 08 July 2021

**VA NO. FAO/KBL/PRJ/SC/10-2021**

|                                |   |
|--------------------------------|---|
| <b>Functional title:</b>       | National Monitoring, Evaluation, Accountability & Learning (MEAL) Assistant |
| <b>Type of contract:</b>       | National Project Personnel / Service Contract (NPP/SC)                      |
| <b>Grade/level:</b>            | SB-3  |
| <b>Number of post (s) :</b>    | 1 (One)   |
| <b>Duration :</b>              | 06 (Six) Months   |
| <b>Extendable/renewable:</b>   | Extendable, based on satisfactory performance and budget availability       |
| <b>Probationary period:</b>    | Initial 3 months  |
| <b>Project/programme/unit:</b> | Emergency and Resilience Unit/Projects                                      |
| <b>Duty station:</b>           | Kabul with domestic field missions to other project locations.              |
| <b>Sub-station:</b>            | N/A   |

**DUTIES / RESPONSIBILITIES:**

**Organization Settings:**

Through its country offices or FAO Representations, FAO assists governments to develop policies, programmes and projects to address hunger, food security and malnutrition and provides technical support for the sustainable development of their agricultural, livestock, animal health, and irrigation and forestry sectors as well as emergency preparedness and response. The activities of the FAO Representation include design and implementation of country-tailored field programmes, liaison with local donor representatives and active public awareness-raising and outreach activities related to the mandate of FAO.

FAO's assistance in Afghanistan achieves its objectives through capacity development and direct project implementation in four specific areas of FAO's technical expertise:

- Better governance through the improved capacity for policy planning, land reform, decentralization, and management of common natural resources;
- Fostering expansion of irrigation and field water management;
- Intensive agriculture for surplus commercialization, value chains development, and job creation;
- Supporting vulnerable farmers for improved food and nutrition security, resilience, and emergency response to natural and man-made disasters and climate change.

The subject position is located in FAO project in Kabul – Afghanistan, with possible travels to project targeted provinces.

**Background:**

FAO provides emergency and resilience assistance to the most vulnerable and food insecure people, reaching to the most remote rural areas. This humanitarian assistance covers immediate food needs, helps restore agricultural livelihoods, avoids people in need to resort to negative coping mechanisms and increases people's resilience to withstand future shocks.

This position is established in the Monitoring, Evaluation, Accountability and Learning (MEAL) Team of the Emergency and Resilience Unit (ERU) of FAO Afghanistan office and contributing to different emergency and resilience projects in the unit. The National Monitoring, Evaluation, Accountability and Learning (MEAL) Assistant will travel to project locations in the provinces covered by the respective offices.

**Main Purpose:**

The National Monitoring, Evaluation, Accountability and Learning Assistant will contribute to successful implementation

of Monitoring, Evaluation, Accountability and MEAL framework in the Emergency and Resilience Unit of FAO Afghanistan.

**Working Relationships:**

This position is part of the Monitoring, Evaluation, Accountability and Learning (MEAL) Team of the Emergency and Resilience Unit (ERU) of FAO Afghanistan. Within the ERU, the incumbent will work under the overall leadership of the Deputy FAOR/Head of ERU and the technical guidance of the Emergency and Rehabilitation Officer leading the MEAL Team.

**Supervision Received/Exercised:**

Under the overall supervision of the FAO Representative/Country Director in Afghanistan and direct supervision of the National Monitoring and Evaluation Officer, the National Monitoring, Evaluation, Accountability and Learning (MEAL) Assistant will carry out the following duties and responsibilities:

**Key Functions/Results (Duties and Responsibilities)**

- Assist the MEAL team of FAO Afghanistan Emergency and Resilience Unit to strengthen the MEAL system for FAO Afghanistan’s emergency and resilience programme in line with the FAO Country Strategic Framework (CPF), the Humanitarian Response Plan (HRP) and other Corporate Priorities pertaining MEAL,
- Assist the MEAL Officer in monitoring of ongoing emergency response and resilience building projects through the following tasks;
  - Develop forms and templates for Kobo Toolbox, track data collection of Implementing Partners and keep regular backup of data,
  - Review and clear beneficiaries’ lists shared by FAO Implementing Partners (IP) in line with the agreed criteria in Letter of Agreement (LoA),
  - Review and provide feedback on Implementing Partners Reports,
  - Track and keep record of all reports and databases shared by Implementing Partners,
  - Undertake regular visits to the field to support the implementation of the MEAL plans.
- Assist the MEAL Officer and the Emergency and Rehabilitation Officer to strengthen the learning and knowledge management pillar within the overall MEAL system of FAO Afghanistan Emergency and Resilience Unit through the following tasks;
  - Undertake a learning and knowledge management needs assessment of the FAO Afghanistan Emergency and Resilience Unit,
  - Analyse available progress and terminal reports of various emergency response and resilience building projects and document key learning and knowledge management aspects to inform the learning and knowledge management plan and capacity building of various stakeholders,
  - Based on the learning and knowledge management needs assessment and review of reports, develop a plan for establishing the learning and knowledge management pillar within the overall MEAL system of the FAO Afghanistan Emergency and Resilience Unit,
  - Support in implementing the learning and knowledge management plan,
  - Support in designing and undertaking capacity building of Implementing Partners, Third-Party Monitoring Contractor and Emergency and Resilience Unit staff on MEAL framework, tools, and methodology.
- Assist the MEAL Officer to strengthen the accountability pillar within the overall MEAL system of the FAO Afghanistan Emergency and Resilience Unit through the following tasks;
  - Undertake a basic stocktaking of existing accountability practices within the MEAL system of the FAO Afghanistan Emergency and Resilience Unit,
  - Using available FAO Corporate Guidance on accountability best practices and current accountability practices within MEAL system, develop a plan on strengthening the accountability practices for the FAO Afghanistan Emergency and Resilience Unit,
  - Support the MEAL team on implementing this plan on strengthening the accountability practices,
  - Manage the emergency response projects related complaints, grievance redressal and feedback mechanism(s) of FAO Afghanistan Emergency and Resilience Unit and wherever pertinent support in strengthening these,
  - Assist the FAO Afghanistan Emergency and Resilience Unit in undertaking accountability best practices at community level through stakeholder engagements, meeting beneficiaries of various emergency response projects, documenting the beneficiaries’ complaints / feedbacks, and bringing these feedbacks into project formulations / programming.

**Other Activities:**

- Perform any other related duties as requested by National M&E Officer and ERU.

**Expected Outputs:**

- Implementing Partners' reports and databases are tracked, reviewed, feedback provided, cleared, and critical points informed to MEAL Officer on a regular basis.
- A learning and knowledge management needs assessment of the FAO Afghanistan Emergency and Resilience Unit is completed.
- A learning and knowledge management plan for the FAO Afghanistan Emergency and Resilience Unit is formulated and specific learning / knowledge management activities initiated as per plan.
- Stocktaking of existing accountability practices within the MEAL system of the FAO Afghanistan Emergency and Resilience Unit is undertaken, plan formulated thereon to strengthen accountability pillar within the MEAL system and specific accountability practices initiated as per plan.
- Beneficiary complaints and feedback mechanism is functional, and all complaints and feedbacks are properly tracked, organized, and filled.
- Stakeholder engagements including visits to project areas are carried out periodically and BTOR shared on time.

**MINIMUM REQUIREMENTS (TECHNICAL SKILLS AND QUALIFICATION)****Education:**

- University degree in social sciences, economics, agriculture, management, or relevant sectors (food security, agriculture, and livelihood) or closely related field.

**Work Experience:**

- Minimum 3 years of relevant experience on MEAL (Monitoring Evaluation Accountability Learning) aspects while experience especially in learning and accountability is desirable;
- Working experience with ministries, national institutions, and the rural sector in Afghanistan;
- Previous work experience with the UN is an advantage.

**Other Technical/Functional Skills:**

- Excellent analytical skills,
- Excellent communication and report writing skills;
- Experience in monitoring, evaluation, accountability and learning of emergency and resilience programmes/projects,
- Good experience in data analysis, reporting and designing learning and knowledge management processes,
- Good knowledge of accountability good practices with capacities in managing complaints and feedback mechanisms desirable,
- Strong knowledge of digital data collection especially Kobo Toolbox.
- Ability to work both independently and as a team with less supervision
- Ability or willingness to travel extensively in remote or inaccessible areas to conduct meeting and awareness raising;
- Understanding of FAO's mandate.

**Interpersonal Communications and Teamwork Skills:**

- Group communication
- Collaborative working
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement
- Respect to diversity

**IT Skills:**

- Strong professional command of Microsoft Office, in particular Word and Excel.

**Language Skills:**

- Working knowledge (level C) of the FAO official language used for communication within the country.
- Fluent in Dari and Pashto

**CORE COMPETENCIES:**

- Results Focus

- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

#### SUBMISSION GUIDELINE:

Interested Afghan nationals should complete the FAO Personal History Form (PHF) and submit it along with their application letter and CV to the email address below, clearly mentioning the vacancy number and post title (**National Monitoring, Evaluation, Accountability & Learning (MEAL) Assistant - FAO/KBL/PRJ/SC/10-2021**) in the subject line of the email; otherwise, your email will not be considered for further process.

[FAOAF-vacancies@fao.org](mailto:FAOAF-vacancies@fao.org)

The FAO PH Form can be downloaded using the following internet link:

<http://www.acbar.org/applicationform>

**NOTE:** Applicants who failed to attach the FAO Personal History Form (PHF) to their Application will not be considered for further process.

The above-mentioned required documents can also be submitted in writing (marked "Confidential" and indicating on the sealed envelope the Vacancy Announcement number and position title) to the Assistant FAO Representative (Administration), FAO Representation, Ministry of Agriculture, Irrigation and Livestock, Jamal Mina, Opposite Kabul University, Kabul, Afghanistan.

The last date for receiving applications is **08 July 2021**. Please note that applications received after the closing date will not be considered. Only shortlisted candidates will be contacted for test/interview.

#### GENERAL INFORMATION:

- FAO is committed to achieving workforce gender diversity;
- People with disabilities are encouraged to apply;
- All applications will be treated with the strictest confidentiality;
- Candidates endorsed in the selection process for this vacancy announcement will be considered for the FAO NSHR (Non-Staff Human Resource) roster for two years. The roster is used to fill other similar positions at the same or lower grade, and in the same or another duty station inside the country;
- FAO reserves the right not to make an appointment, to make an appointment at a lower grade, or to make an appointment with a modified job description;
- Please note that all candidates should adhere to FAO values of commitment to FAO, respect for all, and integrity and transparency.
- The incumbent may be re-assigned to different activities and/or duty stations depending on the evolving needs of the Organization.

#### ADDITIONAL NOTES:

- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing);
- Only shortlisted candidates will be contacted for the interview/test;
- **Application received after the closing date will not be given consideration;**
- Please make sure to sign the first page of your PHF while applying for the vacant post;
- **Do not forget to write the post title and VA number on the subject of your email, or your application/email will be ignored;**
- Candidates may be requested to provide performance assessments;
- Email will only be sent to the interviewed candidates.

**Qualified female candidates are highly encouraged to apply!**