GENERATIONS FOR PEACE (GFP) – JOB DESCRIPTION – SERVICE CONTRACT

<table>
<thead>
<tr>
<th>Department:</th>
<th>Programmes</th>
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<tbody>
<tr>
<td>Title:</td>
<td>Tunisia M&amp;E Officer</td>
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<tr>
<td>Contract duration:</td>
<td>Initial Service Contract of limited duration, renewable based on performance. Start Date; End Date; Probation period 3 months.</td>
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<td>Tenure:</td>
<td>Full Time (F.T.E. 1.0)</td>
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<tr>
<td>Location:</td>
<td>Tunis, Tunisia - TYDA Office</td>
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<td>Responsible to:</td>
<td>Tunisia Programmes Coordinator</td>
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<tr>
<td>Authorised to:</td>
<td>Authorised, within limits set by the Tunisia Programme Manager, to represent GFP in discussions with volunteers, beneficiaries. Not authorised to approve contracts or financial transactions.</td>
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<tr>
<td>Supervisor of:</td>
<td>N/A</td>
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| Liaison with: | Internal: Tunisia Programme Manager, Tunisia Field Officers, Tunisia Accountant  
External: GFP HQ Programme Officer, GFP HQ Senior Research, Monitoring and Evaluation Officer, Delegates, Pioneers, and implementing partners, as directed. |
| Replacement in case of absence: | Tunisia Programmes Manager or another Tunisia Field Officers, as directed by Programmes Officer in GFP HQ |
| Benefits: | Gross monthly contractor fees: USD 650, transferred in USD to the bank account notified by the contractor, attached. GFP will not pay for any currency conversion. 21 Days’ annual leave allocated pro rata for 0.25 FTE. |

1. Purpose of the Position:
Reporting to, guided and directed by the Tunisia Programmes Coordinator, the Tunisia M&E Officer will be supporting the Tunisia Programmes Coordinator on designing and implementing the M&E of all GFP Tunisia Programmes based on M&E frameworks in use by GFP for our learning and for reporting to donors; monitoring the Tunisia Programmes activities on a regular basis; processing M&E data collection & analysis and drafting Programme Evaluation Reports for the Tunisia Programmes, based on baseline/endline data and Participatory Evaluations; drafting monthly/quarterly reports on Tunisia Programmes progress for use by GFP and donors/partners.

2. Responsibilities:
Reporting to, guided and directed by the Tunisia Programmes Coordinator, the Tunisia M&E Officer shall support the Tunisia Programme Coordinator on:
- Monitoring and Evaluation processes for Tunisia Programmes
  - Implementation of GFP M&E processes in the Tunisia Programmes, thereby strengthening Programmes implementation by HQ Jordan Programmes Team and Tunisia Programmes Implementation Teams (IMPTs)
  - Applying the GFP baseline/endline surveys, session monitoring, learning and reflection, and participatory evaluation M&E processes and tools in Tunisia Programmes in ways which meet GFP needs as well as Tunisia Programmes donor requirements
  - Ensuring regular flow of information on M&E processes, tools and data in use by Tunisia Programmes with the GFP HQ Institute’s Senior Research, Monitoring & Evaluation Officer
  - Ensuring continuous updating of Tunisia Programmes database by providing the M&E information/data to Programmes Coordinators
  - Supporting and mentoring the Tunisia Programmes Implementation Teams in execution of the M&E processes
  - Analysing effectiveness of M&E processes to meet GFP needs and donor requirements and providing recommendations for adaptation/development of the M&E processes and advising where donor requirements need to be negotiated
- Data Management and Analysis
  - Conducting regular field visits to ensure the quality of M&E data collected by the Tunisia Programmes Implementation Teams
  - Ensuring GFP and donor data queries and information requests are addressed in an accurate and timely manner
- Reports, Communications and Proposals
  - Drafting high-quality Programme Evaluation and monthly and quarterly progress reports for donors.
  - Update Tunisia programmes briefs and fact sheets.
  - Ensuring regular flow of high-quality information, data, quotations and identification of potential human interest stories from Tunisia Programmes to feed Donor & Partner Communications
3. Education, Qualifications, Competences, Skills Required:

   **Essential:**
   - University Bachelor Degree essential, preferably in a relevant discipline.
   - High professional level of written and spoken English and Arabic
   - At least three years’ professional experience.
   - Experience in project and programme management, preferably in international development.
   - Experience in volunteer programmes and volunteer recruitment, motivation, mentoring and management.
   - Experience of working in a team and under pressure.
   - Excellent computer skills (documents/spreadsheets/databases/presentations/calendars/email).
   - Excellent spoken and written English, including writing of programme plans and reports.
   - Interest in global current affairs, conflict resolution and peace building, and international development.

   **Preferred:**
   - Master’s Degree in a relevant discipline
   - Experience in event management is useful but not essential.
   - Travel and experience working in other countries.

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First Party:
Signed in Amman, on ___________ 2017
for and on behalf of Generations For Peace:
………………………………………..
Mark Clark
Chief Executive Officer

Second Party:
Signed in Tunis, on ___________ 2017
by the Employee:
………………………………………..
Tunisia M&E Officer