JOB DESCRIPTION

November 2019

Quality, Impact, Monitoring & Evaluation Manager

POSITION EMPLOYED AND PAID IN AUSTRLIA, BASED IN OPT

Position:	**Quality, Impact, Monitoring & Evaluation Manager**
Responsibility:	Union Aid Abroad-APHEDA consortium for AMENCA3 program in Occupied Palestinian Territories
Days per week:	5 days per week, 37.5 hours, Fixed term until 30 June 2021.
Salary:	AUD $80,964 gross annual
Superannuation	15%
Annual Leave:	4 weeks per year
Responsible to:	Executive Officer in Sydney via International Programs Manager
Key relationships:	• Union Aid Abroad-APHEDA AMENCA3 Project Director • Union Aid Abroad-APHEDA AMENCA3 Gaza Coordinator and Social Inclusion Officer • ASALA Palestinian Business Women's Association • MAAN Development Center • Institute for Community Partnerships of Bethlehem University • DFAT Australian Aid Program representative in Ramallah
Based in:	• Ramallah, OPT

Union Aid Abroad – APHEDA is engaged by the Australian Aid program to lead a consortium implementing a 5 year project to increase the productivity and market connections of Palestinian small farmers in villages in the Gaza Strip and in the Jenin district of the West Bank.

The Quality, Impact and M&E Manager (QIM) will provide technical expertise in research, needs analysis, planning, safeguarding & risk mitigation, monitoring, evaluation, reporting and in enhancing the overall quality of programming and relationships. The position will support the Project Director, and the planning, monitoring & evaluation (M&E) and reporting capacities of the consortium partners: MA'AN Development Centre, Asala Businesswomen's Association and the Institute for Community Partnerships at Bethlehem University. This position will demonstrate an on-the-ground presence for Union Aid Abroad-APHEDA in the OPT within this project, and facilitate communications between Union Aid Abroad-APHEDA, Palestinian partners and DFAT in Ramallah.

The aim of this work is to ensure a strong, critical, cohesive and verifiable presentation of the project's results and outcomes to various audiences – the project's participants, local and national Palestinian representative bodies, the Australian Government, and Union Aid Abroad- APHEDA's membership.

Duties in this position include working cooperatively with the APHEDA staff and the three Palestinian partner organisations to:

- Provide technical advice on appropriate and cost effective quantitative and qualitative social research and evaluation methods, including market and value chain analyses
- Build the capacities of the three Palestinian consortium agencies in analysis, planning, risk, safeguarding, monitoring, evaluation and reporting.
- Develop and assist in monitoring workplans for each project activity and for synergies with other AMENCA3 partners
- Develop regular systems for accountability and transparency, risk assessment/ management, and for reporting to all stakeholders.
- Develop for this consortium and for the overall AMENCA3 program partners a framework for monitoring and evaluation so that clear results, outputs, outcomes and impact can be demonstrated, documented, verified, and reported. This may include:
  ~ conducting impact assessment studies across all project activities, in line with the OECD-DAC evaluation criteria.
  ~ documenting appropriate case studies, emphasising different thematic areas of the AMENCA3 program, such as resilience, infrastructure development, gender, market readiness, inclusion of youth and people with disabilities in productive and entrepreneurial activities.
- Represent APHEDA and the project to DFAT and Australian government representatives as required or directed.
- Given the constraints faced by Palestinian partners, this position will make regular visits to the Gaza Strip project office to promote a unified approach on analysis, planning, implementation, risk management, monitoring, evaluation and reporting.
- Conduct all tasks in a professional, timely and ethical manner, appropriate to the socio-cultural context.
- Adhere to advice from DFAT, Union Aid Abroad-APHEDA and Palestinian partners regarding the local security context within the OPT.
- Maintain frequent contact with the International Programs Manager in the Sydney office and submit brief monthly reports noting progress against workplan and outputs, and issues arising in project implementation.
- Assist in the decision-making and management processes of the project in OPT, ensuring along with Project Director, regular management team meetings with agendas and minutes, monthly activity and issue reporting, and regular project management communication and documentation.

Basis of Payment

Wage	As per the current Union Aid Abroad-APHEDA Enterprise Agreement, the gross annual salary rate will be $80,964 AUD plus 15% superannuation, plus 25% annual leave loading, all paid pro rata according to the period of placement.
Living allowance	A$600 per month.
Airfares	One return economy-class airfare annually from Sydney to Amman or Tel Aviv, airfares must be used within the period of placement and may not be reimbursed as cash.
Monitoring visit costs – Gaza Strip	Costs incurred as a result of project visits to/from the Gaza Strip will be paid on a reimbursable basis as follows: a) Accommodation in Gaza – full cost reimbursed. b) Transport to/from Gaza border crossing – full cost reimbursed.

	c) Food & local transport – $50 per diem payment may be claimed. Receipts must be produced for all reimbursable costs.
Other travel costs	If travel to Jordan is required, similar costs as above can be reimbursed.
Insurance	Union Aid Abroad-APHEDA will provide travel & overseas medical insurance coverage as under the agency's annual insurance policies.
Travel	The successful applicant must be eligible to get visas for entry to State of Israel

SELECTION CRITERIA

Essential:

1. High level of expertise in community development and all aspects of the international development project cycle, with particular focus on sustainability, transparency, safeguarding and accountability, as well as on systems of assessment, appraisal, design, monitoring, evaluation and reporting.
2. Recent experience with donor requirements, in particular with government donors.
3. Substantial experience in establishing and maintaining international development capacity building partnerships around design, monitoring, evaluation, reporting.
4. Relevant tertiary qualifications in an area relevant to development (eg. studies in environment, health, gender, labour, agriculture, hydrology, anthropology, sociology, peace & conflict, international politics, political economy, community development, popular education)
5. Demonstrated ability to work in a team, and foster productive collaborative learning relationships with colleagues and key partners.
6. Demonstrated abilities to manage budgets and financial accountability.
7. Demonstrated high level abilities in oral and written communication in English.
8. Demonstrated abilities to manage time, effective divisions of labour, complex and conflicting priorities and deadlines.
9. Understanding of the Australian and international trade union movement and other key social movements.
10. Proven abilities to network and negotiate with local and international stakeholders, including government representatives.
11. Ability to travel and live overseas in constrained environments.

Desirable:

1. Basic language skills in Arabic.
2. Experience in Palestine or Palestinian communities
3. Abilities in development projects in agriculture, food sovereignty, environment and market systems