



Italian Embassy in Cairo

**“EU Joint Rural Development Programme”
Project Funded by European Union
and implemented by the
Italian Ministry of Foreign Affairs and International Cooperation
[Commission decision ENPI/2013/024-474]**

PROFESSIONAL VACANCY ANNOUNCEMENT N. 001/EG/2016

MONITORING AND EVALUATION OFFICER – CAIRO

The Italian Embassy in Cairo - through the Programme Management Unit (PMU) of the EU Joint Rural Development Programme (EU - JRDP) – intends to recruit a Monitoring and Evaluation Officer, according to the specifications detailed below.

The expected duration of the Programme is 58 months starting from December 2014.

Deadline for submission the CV: 30 June 2016

Contract duration: 12 months with possibility of renewal up to the end of the Programme.

Expected start of employment: at the end of the selection process.

Duty station: Cairo with field missions in Minya, Fayoum and Matrouh Governorate (EGYPT)

Remuneration: will depend upon qualifications and experience of the selected candidate.

Programme description

The Programme is a rural development intervention under the broader European Neighborhood Programme for Agriculture and Rural Development (ENPARD). The aim of the Programme is to strengthen the capacities of rural associations, both farmers and non-farmers, in terms of sustainable management of local resources, especially irrigation and waste management and thus explore new and innovative solutions for generating income activities through tailored support. As such, the Programme will support the socio-economic development of the beneficiaries living in the rural areas of concerned Governorates. Main activities at field level (rehabilitation of irrigation schemes, adoption of good agricultural practices for agricultural production and waste management, increase

the capacity of local services providers, etc.) will be implemented by partners through grants and tenders. The proposed strategy during implementation is to ensure ownership by the final stakeholders and to prioritize actions that are community – based, participatory, demand-driven, flexible and accountable.

1. KEY FUNCTIONS

The Monitoring and Evaluation Officer (MEO) will work under the direct supervision of the PMU and in close cooperation with MALR and other stakeholders. He/she will be responsible and accountable for the overall monitoring and evaluation of the implementation of the projects granted in the frame of EU-JRDP, based on the Log frame and the EU-JRDP monitoring and Evaluation methodology. He/she is responsible for monitoring of impacts, preparing of results based reports. MEO ensures specifically successful implementation of the Programme activities in the three Governorates, in close collaboration with Grantees, Field Officers and the Local Committees.

In particular, the MEO will be directly responsible for:

- 1) Develop and maintain the Programme monitoring and evaluation plan, based on the document log frames and indicators. This will include following:
 - a. Conduct readiness assessment regarding M&E. *Which are the beneficiaries, what is the existing capacity, How and who will increase local capacity for M &E purpose?*
 - b. Identify sources of data, collection methods, who collects data, how often, cost of collection and who analyzes it.
 - c. Develop performance indicators (including PROXY indicators) criteria and evaluation scheme for the impact, benefit and sustainability.
 - d. Prepare detailed M&E budget and calendar of M&E activities.
 - e. Assist in base line and end line surveys
2. Oversee and execute M&E activities included in the Annual Work Plan, with particular focus on results and impacts. This will include following:
 - a. Design the framework for the physical and process monitoring of projects activities on the three governorates
 - b. Promote a results-based approach for monitoring and evaluation, emphasizing achievements on results and impacts.
 - c. Prepare consolidated progress reports for PMU including identification of problems, causes of potential bottlenecks in projects implementation, and providing specific recommendations.
 - d. Check that monitoring data are discussed in the appropriate meetings and in a timely fashion in terms of implications for future action.
 - e. Undertake regular visits to the field to support implementation of M&E and to identify where adaptations might be needed.
 - f. Facilitate, act as resource person, and join if required any external supervision and audit missions.
 - g. Monitor the follow up of evaluation missions and audit recommendations
3. Build up a “baseline platform” of key projects outputs. Assist in the preparation of baseline and end-line survey; preparation of questionnaires; methodological approach and data processing and analysis.
4. Help the Grantees to build a monitoring plan in coordination with overall monitoring plan, in particular to assist project partners in developing M&E tools for gathering baseline data/information/maps in tandem

with PMU.

5. To assist the project management team and most importantly the local committees' members to undertake M&E operations and an in-depth assessment of the gender aspects.
6. Design and implement a system to identify and disseminate lessons learned that can benefit project implementation.
7. Be responsible for writing reports (quarterly and annual Progress Implementation Report) and other on-time reports requested by PMU, involving partner and other stakeholders if necessary.
8. Collaborate with the PMU and in particular the Communication Officer and GIS expert for sharing information related to activities of the projects on the three Governorates
9. Contribute to the preparation of annual and quarterly workplans.
10. Act as a facilitator or trainer in areas of M&E as required
11. Other duties as required by PMU office and the Team Leader.

Expected results:

- Programme monitoring and evaluation plan is developed, approved and under implementation
- Support provided for adaptive management, best practice assessment and efficient monitoring of the projects
- All reports submitted in good order and within set deadlines
- Best projects outcomes and lessons learnt collected, analysed, scaled up and scaled out.

2. REQUIREMENTS

Education:

Degree in Agricultural economics or similar field of studies. Other degrees will be considered when matched with highly qualified professional experience in the sector of intervention (monitoring and evaluation).

Language:

Arabic, if not mother tongue, at C1 European level both written and spoken.
Fluency in English both written and spoken (C1 European level).

Experience and competences:

- Minimum 7 years of relevant professional experience during the implementation, monitoring and evaluation of projects and programmes in the sector of agriculture and/or rural development with international organizations and/or governmental and non-governmental bodies;
- Experience in field work activities, including interaction with agricultural producers, rural communities and local bodies;
- Experience in setting up monitoring systems, preparing monitoring tools for data collection, analysis, in particular proven experience with planning, design and implementation of M&E systems; M&E methods and approaches and data/ information analysis, including statistical software and GIS;
- Good communication and managerial skills, including good skills in report writing;
- Proficient in using computers including Microsoft programs, spread sheet, Email (outlook) and internet.

The following **preferred requirements** will also be taken into consideration in the selection process:

- Experience for monitoring grants financed by the European Union;
- Experience in the area and experience of Rural Development issues in Egypt;
- Good knowledge of good agricultural practices (GAP) activities and familiarity with the local level planning process;
- Experience or knowledge in irrigation system and irrigation and waste management;
- Basic knowledge or experience in Geographic Information System (GIS) standards, practices and procedures;
- A solid understanding of local development approach, with a focus on participatory processes, joint management, and gender issues;
- Familiarity with and a supportive attitude towards processes of strengthening local organisations and building local capacities for self-management;
- Willingness to undertake regular field visits and interact with different stakeholders, especially primary stakeholders;
- Working at national and sub-national level in national development issues.

3. EVALUATION OF APPLICATIONS

The selection will be conducted by an evaluation committee formed by its president who will be nominated by the Ambassador.

The candidate will be evaluated according to the following criteria:

Education, experience, competencies and preferred requirements (Max 70 points)

Verification of the possession of the essential and preferred requirements according to the documentation presented by the candidate, with particular reference to the academic titles obtained and the professional experience gained.

Candidates scoring at least 55 points will be included in the shortlist and will be invited for an interview.

Interview (Max 30 points)

The interview will be carried out through audio/video connection (e.g. Skype), or at the premises of the Programme Management Unit (PMU) located at 26th floor, 1081 Corniche El-Nil, Garden City.

No reimbursement will be granted to those travelling to Egypt for the interview.

Candidates scoring at least 85 points at the end of the process will be included in the final list of endorsed candidates valid for a period of two years.

Youngest candidates will be preferred in case of a final equal score.

4. HOW TO APPLY

The submission of the job application duly signed (Annex 1) will indicate the number of the vacancy announcement, and should include the attached form Legally Binding Statement (Annex 2) according to the art. 46 of Italian D.P.R. 28.12.2000 n. 445, indicating:

- a. Surname, name, date and place of birth.
- b. Residence.
- c. Citizenship.

- d. Absence of conviction in any criminal offence or under any criminal proceeding pending.
- e. No involvement in current legal or penal action for crimes against Public Administration.
- f. Studies certificates indicating the dates of issue and the names of Academic Institutions.

Any false declaration will incur on penal sanctions according to the article 76 of Italian D.P.R. 28.12.2000, n. 445.

The application should also include:

1. Cover letter in English (max one page).
2. Copy of valid ID document.
3. Curriculum vitae in English.

The signed application and all attachments should be received **within and not beyond 11 am (Egypt local time) of the 30 June 2016** at the following email: administration@eu-jrdp.org; cc. info@eu-jrdp.org. We encourage applicants to submit the application well before the deadline date. The subject of the email must contain the vacancy announcement number. The applicant must communicate any variation occurred after the presentation of the application to this vacancy. Please be aware that the application's attachments **must not exceed 9MB** in size and that applicants will receive a confirmation email of the received application. In case applicants will not receive the email it will be their responsibility to contact the above mentioned emails and request the confirmation. The Programme Management Unit (PMU) decline any responsibility for application not received.

5. EXCLUSION FROM SELECTION PROCEDURES

Applications containing the following defects will not be considered:

- a) Applications made without having all requirements described in this announcement
- b) Application not signed
- c) Application received after the deadline stated in this announcement

6. RESULTS OF THE SELECTION

The short-listed candidates will be informed of the results of the selection process.

7. PROTECTION OF PRIVACY

The candidates will give their unambiguous consent to the use of their personal data for the purpose of this selection process (Italian d. lgs. n.33/2013).

8. PROTECTION CLAUSE

At any stage of the selection process the Italian Embassy in Cairo has the right at its own discretion to terminate the appointment process related to the present vacancy announcement.

For the Employer

ANNEX 1

EU Joint Rural Development
Programme (EU-JRDP)
Programme Management Unit
(PMU)
administration@eu-jrdp.org
info@eu-jrdp.org

Object: Professional Vacancy Announcement n 001 /EG/2016

To whom it may concern,

I hereby confirm my participation to the selection process for the vacancy indicated in the object and here enclose all the following documentation:

1. Legally binding statement
2. Signed Curriculum Vitae in English
3. Cover Letter in English
5. Copy of valid ID document

I would like to receive any communication at the telephone number.....and email address.....

I give my unambiguous consent to the use of my personal data for the purpose of this selection process (Italian D.Lgs. n. 33/2013).

Yours faithfully

(Signature)

(Your name)

(Date and place)

LEGALLY BINDING STATEMENT (ART. 46 ITALIAN DPR N. 445/2000)

i. Surname:

ii. Name:

iii. Date and Place of birth:

iv. Residence:

v. Citizenship:

vi. Absence of conviction in any criminal offence or under any criminal proceeding pending:

YES NO

vii. Studies Certificates: _____

Date of issue: _____

Academic Institution: _____

viii. studies Certificates: _____

Date of issue: _____

Academic Institution: _____

(Signature)

(Date and place)

ANY FALSE DECLARATION WILL INCUR ON PENAL SANCTION ACCORDING TO ART. 76 OF ITALIAN DPR 445/2000 AND WILL EXCLUDE THE CANDIDATE FROM THE PROCEDURE OF SELECTION OR THE JOB ASSIGNEMENT.