The Regional Economic Empowerment of Women Project (REEWP) Project produced with the financial support of the Government of Canada provided through the Canadian International Development Agency (CIDA)

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المشروع الإقليمي لتمكين المرأة إقتصادياً
ينفذ المشروع بدعم مالي من الحكومة الكندية من خلال الوكالة الكندية للتنمية الدولية (سيدا)

CALL FOR APPLICATIONS:

SP45 – M&E Tools

Location :	Amman, Jordan
Application Deadline :	July 25, 2012
Type of Contract :	Individual Contract
Post Level :	Junior Consultant
Languages Required :	English and Arabic Professional Proficiency
Duration of Contract :	2 months

Background:

The Regional Economic Empowerment of Women Project (REEWP) is a bilateral project managed by Oxfam-Québec and funded by the Canadian Government through the Canadian International Development Agency (CIDA). Its regional office is based in Amman, Jordan. The project aims to contribute to providing an enabling environment for the sustainable economic development of women and economic empowerment opportunities in the region. At the end of this period, the full participation of women (including young women aged 18 to 35) in the economic development should have increased in the targeted countries: the West Bank and the Gaza Strip, Jordan, Lebanon, and Tunisia. The duration of the Regional Economic Empowerment of Women Project (REEWP) is four and a half years. The project is implemented by four key partner-organizations in the MENA region: The Jordanian Hashemite Fund for Human Development (JOHUD) in Jordan; The Collective for Research and Training Development Action (CRTD.A) in Lebanon; The Centre for Arab Women for Training and Research (CAWTAR) in Tunisia, and The Palestinian Businesswomen Association (ASALA) in the West Bank and the Gaza Strip.

The project aims to reinforce the capacity of these partner-organizations at three levels: to act on, to influence and to support services for the economic empowerment of women in the realm of their work. One key strategic element is to foster the maintenance and growth of dialogue among MENA countries as a mean to ensure the economic empowerment of women. By doing this, the REEWP is creating a regional network to exchange knowledge, expertise, methods and tools, and to share priorities for action in terms of policy work,

support services, and support of initiatives relating to the economic empowerment of women. REEWP proposes to do so through a combination of strategies involving advocacy, research and knowledge as well as direct and business development services.

In order to strategically support our partners, it was decided to identify and compile RBM monitoring and evaluation tools and methods to be used in the field to share with the partner-organizations. The tools should cover the different phases of monitoring and evaluation.

Mandate:

The main contribution of this consultant will be to identify, develop (when appropriate) tools for data collection, recording and management in ways that are locally feasible, enable as much as possible open access to information and is flexible enough to allow updating as information needs evolve. The Consultant will report to the REEWP team in Amman, Jordan:

Main Duties and responsibilities:

Assist the project team and all those involved in project M&E, primary stakeholder groups, in particular, and as follows:

- Identify the field needs on M&E tools, incorporating gender issues in the project M&E system (performance questions, indicators, sampling, methods, procedures, analysis of gender-differentiated implementation and impact).
- Identify Models of impact Evaluation
- Outline the Key Principles behind monitoring and evaluation and related key concepts including, project cycle, programs and the performance measurement frame work and indicators for performance measurements.
- Determine information needs of overall generic project management for the KPOs;
- Recommend, as necessary, the methods for regular information collection and for special studies arising from projects' needs.
- Identify and recommend tools to store data, specifying who will have access and who will provide statistical analysis (where and when).
- Identify and recommend different types of evaluation that can be implemented (from mid-term to end of project).

Reporting Requirements:

During the course of the mandate, the consultant will deliver the following reports:

- The mandate work plan
- Compilation of tools and methods (hardcopies and e-copies)
- Mandate report

Required Qualifications

- Education:
    - BA degree in development studies, sociology, management or relevant field.

- Training on M&E and facilitating M&E design and implementation processes with implementing partners and primary stakeholders;

- Work Experience:
  - At least two years of experience in: participatory assessment and monitoring, data processing or analysis and computer experience, training, facilitation and communication skills, and M&E design experience
  - For community assessment and for project design, evaluation and implementation: good contextual knowledge of local issues, community priorities and social and cultural constraints and realities
- Technical Skills
  - Fluency in spoken and written Arabic and English is a must.
  - ICT literacy.
- Core Competencies
  - Professionalism – Strong knowledge of the field of expertise with strong analytical skills, drafting and reporting abilities.
  - Ability to manage workload with minimum supervision
  - Planning & Organizing - Ability to plan work and manage conflicting priorities.
  - Excellent organisational skills and attention to detail;
  - Communication – Strong spoken and written communication skills with demonstrated ability to present information in a clear and concise style.
  - Teamwork - Strong interpersonal skills and ability to establish and maintain effective partnerships and working relations, with sensitivity and respect for diversity.
  - Openness to change and ability to receive/integrate feedback
  - Time-management skills and the ability to work under pressure;
  - Other - Creativity, solution-oriented, flexibility, having a positive attitude

How to Apply

To apply for this mandate, interested candidates should send resume (with detailed information about prior relevant experience), a letter of motivation and two references to info@oxfamquebec-reewp.org. Please reference **SP45 TORs M&E Tools Support.**

Closing date: July 25, 2012.

Please note that we will be reviewing applications as they are sent in and may make contact with applicants before the application deadline.

REEWP/Oxfam-Québec sincerely thanks all applicants for their expressed interest in this opportunity; however, only those selected for an interview will be contacted.

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