

## Job Description

<b>Job Title</b>	Delegate, Planning, Monitoring, Evaluation and Reporting (PMER)
<b>Classification Level</b>	C – Coordination and Technical Assistance
<b>Organizational Unit / Duty Station (Department / Regional Office / Delegation... etc.)</b>	Marrakech, Morocco (Earthquake Emergency Appeal) with frequent travel to Rabat
<b>Immediate Supervisor’s Title</b>	Head of Country Cluster Delegation, Morocco and Tunisia
<b>Technical Manager’s Title (if applicable)</b>	Regional PMER Manager – MENA
<b>Number of Technical Reports (if applicable)</b>	0
<b>Number of Direct Reports (if applicable)</b>	1
<b>Number of Indirect Reports (if applicable)</b>	0

### Organizational context (where the job is located in the Organization)

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world’s largest humanitarian organization, with a network of 191-member National Societies (NSs). The overall aim of IFRC is “to inspire, encourage, facilitate, and promote at all times all forms of humanitarian activities by NSs with a view to preventing and alleviating human suffering and thereby contributing to the maintenance and promotion of human dignity and peace in the world.” IFRC works to meet the needs and improve the lives of vulnerable people before, during and after disasters, health emergencies and other crises.

IFRC is part of the International Red Cross and Red Crescent Movement (Movement), together with its member National Societies and the International Committee of the Red Cross (ICRC). The work of IFRC is guided by the following fundamental principles: humanity, impartiality, neutrality, independence, voluntary service, unity, and universality.

IFRC is led by its Secretary General, and has its Headquarters in Geneva, Switzerland. The Headquarters are organized into three main Divisions: (i) National Society Development and Operations Coordination; (ii) Global Relations, Humanitarian Diplomacy and Digitalization; and (iii) Management Policy, Strategy and Corporate Services.

IFRC has five regional offices in Africa, Asia Pacific, Middle East and North Africa, Europe, and the Americas. IFRC also has country cluster delegations and country delegations throughout the world. Together, the Geneva Headquarters and the field structure (regional, cluster and country) comprise the IFRC Secretariat.

IFRC has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the Red Cross and Red Crescent Movement, including sexual exploitation and abuse, sexual harassment and other forms of harassment, abuse of authority, discrimination, and lack of integrity (including but not limited to financial misconduct). IFRC also adheres to strict child safeguarding principles.

A 6.8 magnitude earthquake hit Morocco on September 8, killing and injuring thousands of people and causing widespread destruction. The Moroccan Red Crescent Society (MRCS) responded immediately, providing first aid and psychosocial support, helping transport the injured to hospitals, evacuating people from damaged buildings and providing dignified burial management. Through this appeal, the IFRC is supporting MRCS to meet the immediate and early recovery needs of 500,000 affected people. Priorities include providing food and safe water, essential household items, shelter support, health and mental health services, and cash assistance.

Due to the nature of emergency response operations, this role profile is an outline of the likely responsibilities applicable to PMER Delegate, deployed in a Federation coordinated operation. They are complementary to and should be read in conjunction with the specific tasks elaborated in the Deployment Order / Terms of Reference.

## Job purpose

The overall purpose of this position is to contribute to the strengthening and improvement of the quality, accountability, performance and impact of programmes and operations supported by IFRC in Morocco. This includes working directly with the Moroccan Red Crescent Society (MRCS), providing technical assistance and guidance for PMER-related matters, and conducting reliable planning, monitoring, evaluation and reporting on the Morocco EQ Emergency Appeal, donor reporting, establishing a Monitoring and Evaluation (M&E) framework and providing capacity building for MRCS programmes and operations including technical advice to IFRC country teams. The role involves improving and strengthening project quality, performance, and impact, by providing technical assistance and guidance in PMER.

## Job duties and responsibilities

### Planning

- Ensure that the MRCS response plan and Emergency Appeal plans are updated and revised when needed including the Monitoring, Evaluation, Accountability and Learning (MEAL) plan, in close coordination with the IFRC operations manager and HoCCD, and in coordination with operations and programme teams from MRCS and Partner National Societies (PNSs).
- Support the revision of the Federation-wide Appeal and the transition to country operational plans.
- Review and provide feedback during the design of project proposals and logical frameworks to ensure logical coherence, SMART indicators, and the inclusion of means of verifications, targets and baselines.
- Initiate the process of streamlining project proposals and logical frameworks to promote seamlessness across projects.

### Monitoring

- Provide technical advice to the Country Cluster Delegation (Morocco and Tunisia) and MRCS staff in the regular monitoring of their projects, programmes and plans to facilitate results-based management with the aim of strengthening accountability and producing evidence-based results.
- In coordination with the MENA Regional Office's Information Management (IM) team, support the collection and analyses of data to improve and strengthen programme quality, performance and impact. Conduct field monitoring visits with MRCS programme staff, based on the set M&E framework.
- Ensure that staff are aware of and use tools such as the MEAL plans, Gantt charts, indicator tracking tables (ITTs), baseline–endline studies, and matrixes to monitor objectives, indicators, and activities, as per IFRC guidelines; and provide the necessary technical assistance and/or training in furtherance of this objective.
- In coordination with the Regional Office, develop and disseminate key tools to monitor activities on Community Engagement and Accountability (CEA), protection, gender and social inclusion (PGI), and as well other key cross-cutting themes.
- Support the MRCS PPSD unit in developing innovative and accountable monitoring systems of the programmes in the earthquake response operation.

### Evaluation

- In coordination with the Regional Office, serve as the evaluation focal point for all internal and externally implemented evaluations for the Emergency Appeal, including the Real-Time Evaluation, Midterm and or Final evaluations.
- Support the use of evaluation results both within the project and in a way that contributes to IFRC learning processes at Country, Regional, and Global levels; ensure the development and usage of management response plans for IFRC Secretariat evaluations.
- Update the PMER manager in the MENA Regional Delegation regarding planned evaluations, their progress, and reports related to the Emergency Appeal.

### Reporting

- Facilitate the initiation and finalization of all mandatory operation updates for the Emergency Appeal and pledge-based reports (donor reports).
- Ensure narrative reporting adheres to IFRC reporting formats and different donor requirements during preparation, in coordination with the relevant financial information.
- Undertake quality control of the reports in coordination with the finance team, in the crosschecking of the narrative information so that it is in line with financial data.
- Share finalized reports with the Partnerships and Resource Department for their submission to the donors.
- Keep the Partnerships and Resource Department team and other stakeholders informed about the state of the draft reports for donors.
- Send reminders to the operation's sector leads/ budget holders on reports due and overdue in liaison with Finance and Partnerships and Resource Department Team.
- Ensure timeliness and compliance with standard IFRC and donor reporting requirements.

**Capacity building and general support:**

- Provide technical assistance and guidance for assessments, planning, monitoring, evaluation and reporting of related programmes and operations.
- In coordination with the Regional Office, support MRCS's PPSD department in the development, use and institutionalization of planning, monitoring, evaluation and reporting guidelines, templates and tools.
- In coordination with the Regional Office, support and assist MRCS in improving their MEAL processes, procedures and systems.
- In coordination with the Regional Office, contribute to strengthening the development of MEAL technical capacity of MRCS and IFRC staff through training, workshops and/or capacity building initiatives. In coordination with the Regional Office, foster synergies and best practices to between the IM and MEAL units at MRCS.

**Duties applicable to all staff**

1.	Work actively towards the achievement of the IFRC Secretariat's goals.
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles.
3.	Perform any other work-related duties and responsibilities that may be assigned by the line manager.

**Position Requirements**

Education	Required	Preferred
Bachelor's degree in social sciences, international development or related field, experience over education will be considered.	X	
Further trainings related to Project Cycle Management, Monitoring and Evaluation, Data management.	X	
Basic Delegate Training Course or IMPACT, ERU, CAP Training or equivalent experience (international deployment)	X	
Experience	Required	Preferred
Strong background in report-writing and product delivery to tight deadlines. Ability to write, edit and analyse complex reports in English. The same in Arabic is preferred but not required	X	
Sound background of social research methodologies, including a highly developed analytical and communication skills and ability to assimilate and process information for wide-ranging audiences	X	
Experience in implementation of monitoring and evaluation systems for projects, programmes and emergencies	X	
Experience in the project planning and implementation and results-based project management	X	
Experience in the implementation and facilitation of training sessions	X	
Familiarity with financial management systems, (e.g. ability to explain variance between budgeted and actual expenditure)		X
Knowledge and commitment to Red Cross Red Crescent Fundamental Principles, and ability to model those Principles in relationships with colleagues and partners and translate them to development practice		X
Experience in working in a non-profit organization or humanitarian organization		X
Knowledge and Skills	Required	Preferred
Knowledge of log-frame-based project design, monitoring and evaluation	X	
Analytical and communication skills and ability to assimilate and process information for wide-ranging audiences	X	
Advanced skills in data collection, analysis, and ability to transform data into narrative and quantitative reports (Windows package; data collection, management, and analysis)	X	
Knowledge of statistical analysis software (R, STATA, etc.)		X

Ability to work with infographics and spatial analysis systems such as global information system (GIS)		X
Skills in training, coaching and developing staff	X	
Basic understanding of legal framework of humanitarian operations, as well as gender, protection, social or human vulnerability issues, protection, and community engagement and accountability	X	
Inter-personal skills and cultural sensitivity	X	
Able to work independently and as part of a team	X	
Exceptional organizational ability with an eye for detail	X	
Ability to work well under pressure and a willingness to work on weekends and during holidays if required	X	
<b>Languages</b>	<b>Required</b>	<b>Preferred</b>
Fluent spoken and written English and French, including the ability to develop high quality written reports in both languages.	X	
Fluent spoken and written Arabic.		X
<b>Competencies and values (to be filled in by HR)</b>		
<b>Values:</b> Respect for diversity; Integrity; Professionalism; Accountability		
<b>Core competencies:</b> Communication; Collaboration and teamwork; Judgement and decision making; National society and customer relations; Creativity and innovation; Building trust		

**Sign off by Line Manager**

Name:		Signature:		Date:	
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**For internal use only**

Classified by: <i>HRMD</i>	Date: <i>24.11.2023</i>
Approved by the Job Classification Committee:	Date:
Approved salary scale:	<b>Salary Scale 1</b>