

Job Description

Job Title	Delegate, Planning, Monitoring, Evaluation and Reporting (PMER)
Classification Level	C – Support
Organizational Unit / Duty Station (Department / Regional Office / Delegation... etc.)	Marrakech, Morocco (Earthquake Emergency Appeal) and potential travels to the branches (Chichaoua, Taroudant) and Rabat
Immediate Supervisor’s Title	PMER Delegate
Technical Manager’s Title (if applicable)	Regional PMER Manager – MENA
Number of Technical Reports (if applicable)	N/A
Number of Direct Reports (if applicable)	0
Number of Indirect Reports (if applicable)	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 enhance the quality, accountability, performance, and impact of programmes and operations supported by IFRC in Morocco. The main responsibility is to ensure the completion of reporting products for the EQ Operation. Additionally, this role supports the PMER Delegate in implementing and informing the Monitoring and Evaluation (M&E) framework, developing good practices at the national and branch levels, maintaining effective activity tracking, and participating in planning and informing surveys and assessments. This includes working directly with the Moroccan Red Crescent Society (MRCS), providing technical assistance and guidance for PMER-related matters, and contributing to reliable planning, monitoring, evaluation, and reporting on the Morocco EQ Response. Ultimately, the position aims to improve and strengthen project quality, performance, and impact through technical assistance and guidance in PMER.

Job duties and responsibilities

Reporting (50%)

- Ensure compliance with IFRC's reporting commitments, including both external donor (pledge-based) and internal reporting (operation updates).
- Establish and manage a comprehensive reporting calendar and logbook, collaborating with finance, SPRM, and PMER teams in the regional office to track operational reports, ensuring timely submissions and addressing overdue reports efficiently.
- 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.
- Ensure narrative reporting adheres to IFRC reporting formats and different donor requirements during preparation, in coordination with the relevant financial information.
- Keep the Partnerships and Resource Department team and other stakeholders informed about the state of the draft reports for donors.

Monitoring & Evaluation (20%)

- Support the PMER Delegate in the roll-out of the M&E framework and the tracking of its indicators amongst stakeholders (IFRC leads and their MRC counterparts, branch-level staff).
- Support the branches/sectors in ensuring that their activity planning and tracking tools are adequate to continuously and effectively inform the M&E framework as well as reporting requirements.
- In coordination with the PMER Delegate and the Information Management staff, 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.
- Support the PMER Delegate with the provision of technical assistance and guidance to the branches in carrying monitoring and evaluation tasks

Planning (20%):

- Assist the PMER Delegate in gathering information to develop operational planning documents and tools.
- Support with the process of streamlining project proposals and logical frameworks to promote seamlessness across projects

Other tasks (10%):

- Communication: undertake ad-hoc communication-related tasks in collaboration with the relevant staff at national or regional-level to produce communication documents on the EQ response.
- Assist the PMER Delegate in supporting MRCS in the development, use and institutionalization of planning, monitoring, evaluation and reporting guidelines, templates and tools.

Duties applicable to all staff

1.	Work actively towards the achievement of the Federation 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
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	
Languages	Required	Preferred
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
Competencies (to be filled in by HR)		
Values: Respect for diversity; Integrity; Professionalism; Accountability		
Core competencies: Communication; Collaboration and teamwork; Judgement and decision making; National society and customer relations; Creativity and innovation; Building trust		

Sign off by Line Manager

Name:	Hoorens Elisabeth	Signature:		Date: 26.08.2024
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For internal use only

Classified by: <i>HRMD</i>	Date: 13.09.2024
Approved by the Job Classification Committee:	Date:
Approved salary scale:	Salary Scale 2