

## Roles and Responsibilities

### Main Responsibilities

- Conduct community visits, focus group discussions with beneficiaries and non-beneficiaries to receive feedback on project activity
- Manage feedback received and ensuring a timely and appropriate follow-up if needed
- Conducting post-distribution monitoring with targeted villages and camp
- Help in collecting data needed for the outcome indicators and support MEAL Manager with data collection processes
- Support the consortium team with conducting assessments as needed, facilitate focus groups and other qualitative data collection exercises
- Support project field staff to ensure that projects are carried out with participation from all affected communities (including children) and that information is shared with affected communities.
- Conduct field monitoring visits as appropriate
- Work closely with field staff and community structures to collect data and implement activities to support beneficiary accountability
- Support project staff during training by ensuring pre and post-test are done for all trainings and documented
- Work with the project teams to ensure documentation of Programme learning initiatives and outcomes (case studies, photos, lessons learnt, most significant change stories, etc)
- Support and work with communities through established institutional structures to enhance capacity, ownership, participation in the project.
- Monitor activity implementation progress against objectives and work plans
- Ensure timely submission of high-quality reports to the consortium and MEAL Manager.
- Work with program team to gather information from the field for reports; ensure that reports explain inconsistencies and deviations from planning
- Participate in the documentation and dissemination of this learning to other team members to ensure that good practice is understood and adopted, and information exchanged.
- Support the program team and MEAL manager to track project indicators on monthly and quarterly basis
- Conduct spot check on activities

### General

- Carry out work in a spirit of humility, openness, transparency and collaboration showing a willingness to learn
- Ensure that all activities are carried out without putting children at risk of abuse, harm or exploitation
- Integrate gender-sensitive and inclusive approaches into all programming, ensuring that activities promote girls' participation in a way that does not put them at risk and that children with disabilities are included in an appropriate way