



CONSULTANCY ADVERTISEMENT

MONITORING AND EVALUATION ANALYST, KABUL - AFGHANISTAN RECONSTRUCTION TRUST FUND (ARTF) THIRD-PARTY MONITORING

Full-time consultancy position, from April 2021 - December 2021, with the possibility of extension, based in Kabul, Afghanistan.

March 2021



HRO-269

Introducing Integrity

Integrity is an ethical consultancy and service provider working in complex and challenging environments around the globe.

We help our clients succeed in complex and challenging environments while building trust and understanding as the basis for transformative change.

We work across all phases of the programme and project cycle, delivering eleven complementary services: research, evidence and analysis / monitoring, evaluation and learning / data and knowledge management / advisory / programme and project management / grant and fund management / risk management / technical assistance / capability and capacity development / stakeholder engagement / communications. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 50 specialists deliver a diverse and global portfolio of projects for a range of government clients and international institutions including DFID, USAID, the FCO, US State Department and the World Bank.

We are guided by an organisational vision, mission and commitment.

Vision: Integrity sets the international standard for ethically delivered expert services in complex and challenging contexts. Our work helps create stability, accountability, and prosperity.

Mission: Based on evidence and learning, we work with clients and communities to build mutual understanding. Through trusted advice we enable change for a sustainable future. We do not advocate, we listen, comprehend and recommend.

Commitment: We uphold the highest ethical standards in our service delivery, our employment of staff and our interaction with people. This ensures not only that our clients receive the best possible service but that we benefit the individuals and communities amongst whom we work. See our values [here](#).

Further information about Integrity can be found at www.integrityglobal.com.

Project Overview

Since 2002, the Afghanistan Reconstruction Trust Fund (ARTF), a multi-donor trust fund administered by the World Bank, has supported immediate stabilization and reconstruction needs in Afghanistan. It helps to fill the large financing gap in both the operating and development budgets of the Government of the Islamic Republic of Afghanistan. The Fund also provides a platform for pooled on-budget financing and coordinated implementation support to the government. As of February 2019, 34 donors have contributed a cumulative \$11.4 billion through the ARTF to fund Afghanistan's development priorities through policy-based budget support and investment projects that aim to reduce poverty, service delivery, citizens' engagement and social inclusion, as well as support of governance and state effectiveness.

To support the fund, the World Bank contracted a Third-Party Monitoring Agent (TPMA) in its largest third-party monitoring contract in the world. The overall goal of TPMA is to maximize value for money of ARTF-financed programs and provide fiduciary assurance on the Afghan government's use of grant

proceeds and their likely development impact to the ARTF partners, the World Bank management, the Government, and the public. The specific objectives of the assignment are to:

- a. Verify the eligibility of recurrent expenditures for financing based on agreed sample-based reviews of relevant financial records.
- b. Assist in minimizing weaknesses in payroll management.
- c. Assure value for money of ARTF investment projects through integrated oversight of project implementation performance and compliance with fiduciary standards and requirements, and with the environmental and social safeguard policies and/ or framework.
- d. Provide additional assurances through ad hoc “special” assignments on deeper reviews of project performance and fiduciary and/or safeguards compliance.
- e. Contribute to improvements in project-level performance monitoring, fiduciary oversight (control, reporting, etc.), environmental and social safeguards, and data management.

Scope of Work

Integrity is recruiting an **M&E Analyst – Kabul** to work with our M&E Team in Kabul and Washington, DC to assist with the analysis and reporting process for Third-Party Monitoring (TPM) of the ARTF. Under the supervision of senior Analysis and Reporting Team members, s/he will be help clean, code, and analyze third-party monitoring data. The M&E Analyst may also contribute to the drafting monitoring reports and other deliverables. Expected outputs and deliverables will include:

1. Participation in skills and systems workshops.
2. Cleaning, coding, and quality checking monitoring data each monitoring cycle.
3. Written input into monitoring reports.
4. Input into presentations and handouts, as needed.

The M&E Analyst will report directly to the Senior M&E Manager. The position will be Full-time from April 2021 – December 2021, with the possibility of extension and will be based in Kabul, Afghanistan.

Terms of Reference

A. Planning and Design

You will:

- Provide input into preparing and developing the third-party monitoring methodology and tools.
- Participate in monitoring and analysis approaches, skills, and processes training.
- Assist the setting up of data analysis processes with the other M&E Analysts, working with representatives from the Physical and Financial Monitoring Teams and Digital Platform Unit.

B. Data Analysis and Reporting

You will:

- Work with other M&E Analysts and Third-Party Monitoring team members to transfer raw monitoring data onto analysis system for cleaning and quality assurance checks.
- Review, clean and quality assure monitoring data.
- Prepare quantitative data for analysis in PowerBI.
- Support coding of qualitative data in NVIVO.
- Conduct data analysis through PowerBI and NVIVO with the oversight of senior Analysis and Reporting Team members.
- Assist with the planning and management of the data analysis workshops, as needed.
- Draft and finalize assigned sections of monitoring reports and other deliverables with the oversight of the Senior M&E Manager.
- Participate in presentations of project activities and findings to external stakeholders, as needed.

Your Experience and Expertise

The M&E Analyst must have:

- University degree (e.g. BA or BSc).
- At least four years of experience in monitoring, evaluation, or learning in humanitarian or development sectors of Afghanistan.
- Excellent written and spoken Dari and Pashto.
- Strong working knowledge of written and spoken English (must submit examples of written work).
- Practical knowledge of remote third-party management methodologies.
- Exceptional organizational skills, attention to detail and follow through.
- High levels of proficiency with Microsoft Excel, with a preference for candidates with experience using the following qualitative and quantitative analysis software: PowerBI and NVIVO.
- Experience working with data collection software such as SurveyCTO preferred.
- Experience working on World Bank programs preferred.

Required Interpersonal Skills

- Ability to effectively and efficiently handle multiple tasks simultaneously with precision and adapt to changes in responsibilities and workloads.
- Must be professional, possess a high degree of urgency and self-motivation, and have a strong work ethic.
- Results-oriented approach to problem solving.
- Strong communication skills, including note-taking for meetings
- High professional standards for evaluation data and reporting.

- Accustomed to teamwork and able to sustain positive and frequent communications for a remotely managed monitoring team in a challenging, high-risk environment.
- Ability to work independently where necessary.
- Works well in a diverse team.

How to Apply

If you are interested in applying for this position, please complete the application form at www.integrityglobal.com/apply and attach a CV and Cover Letter at the bottom of your application.

The closing date for applications is **23 April 2021**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

Candidates must have the right to work in Afghanistan.

Integrity is an equal opportunities employer. And positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by UK data protection laws.



**LISTEN
COMPREHEND
RECOMMEND**