

Short-term Consultancy Support
To
Juzoor for Health & Social Development

Post title:	Monitoring and Evaluation Consultant
Project:	Policy Development Project/Juzoor/Civic Participation Program (CPP) Business Development Plan
Location:	Juzoor Offices, Al Bireh
Languages Required:	Arabic and English
Application Deadline:	December 15, 2011
Starting Date:	December 19, 2011
Duration of Contract:	22.5 days over the period of 2 months

Background

Juzoor Foundation for Health and Social Development is a Palestinian non-government organization dedicated to improving the health and well-being of Palestinian families and promoting respect for human rights including health rights. Juzoor's efforts include a broad range of programs designed to build the institutional capacity of health organizations and their human resources to promote and support high quality management and delivery of health services. During the last twenty years the professionals and staff affiliated with the Foundation have been working on health and social development issues, and have served as advisors and mobilizing agents for many non-governmental, UN, and other international organizations; as a result, they bring extensive knowledge and practical experience to their work on behalf of the Foundation.

Juzoor's Objectives:

- To build the institutional capacity of health and social organizations through the development of human resources, promotion and support of sustainable systems, and enhance networking and partnership.
- To provide platform for policy dialogue, debate, advocacy, lobbying and networking for health and social progress.
- To promote the coherence of interdisciplinary approach to improve the health status and the wellbeing of individual, family and community.
- To raise public awareness on issues impacting the health and social aspects of people and communities
- To promote and develop relationship and work with international organization to provide an opportunity for interaction, policy dialogue and technology transfer

Juzoor has received a grant from the Catholic Relief Services (CRS) under the Civic participation project (CPP) that is funded by the United States Agency for International Development (USAID) to implement the Policy Development Project and to undertake organizational capacity building to improve internal systems and processes.

Duties and Responsibilities

Juzoor is recruiting a senior short term consultant to support the organization strengthening its monitoring and evaluation processes. Under the direct supervision of the Director of Finance and Administration, the consultant will assist the Juzoor team in the following:

- 1- Conduct meetings and senior management in order to gain a good understanding of Juzoor's priorities, projects, and current M&E practices
- 2- Provide staff with coaching and training to support improved M&E practices on all projects, including report writing, success stories, etc.
- 3- Develop an M&E data base that captures the progress and achievements of the organization
- 4- Develop an M&E system that helps Juzoor monitor its performance and program implementation.

Deliverables

The consultant is expected to produce the following deliverables:

- An M&E database containing the expected results and data sources for projects where this is applicable.
- Development and refinement of project indicators and data collection tools
- One day of formal training for staff on the M&E issues, data base, data collection tools and reporting.

Timeline and Payment Arrangements

The consultant will be paid for work performed over the contract time period based on a negotiated daily rate, which represents a full 8-hour work day. Payment arrangements will be within the policies and procedures of Juzoor and in compliance with CRS and USAID regulations.

Competencies

- At least 7 years of experience in monitoring and evaluation and development of data base for NGOs working in a complex environment. Excellent communication and writing skills in Arabic and English. Familiarity with the Palestinian health sector is preferred.

Compliance terms & conditions:

- The applicant should send a CV and cover letter to: jobs@juzoor.org attention (in subject line of the email) Policy Project USAID-CPP/Juzoor for Health and Social Development
- Applicant should adhere to the USAID terms and conditions and mandatory clauses which will be an integral part of the contract.
- Applicant should be able to issue Zero Vat Invoice.
- Only shortlisted candidates will be contacted.