



**MADERA (Mission d'Aide au Développement des Economies Rurales),  
NGO working in Afghanistan since 1988, is seeking a:**

## **HEAD OF MONITORING AND EVALUATION DEPARTMENT**

### **ABOUT MADERA**

MADERA is a French non-profit organization, working in Afghanistan for 25 years for the rehabilitation and development of rural economies destroyed by war. Our programmes build the capacities of rural communities and support local initiatives.

MADERA is active in many fields of rural development in Afghanistan:

- Community development and National Solidarity Programme: support to local development projects;
- Natural resources management: rangeland rehabilitation, forestry
- Agricultural production: research and extension, support to producers' groups, arboriculture, vegetable growing;
- Livestock: support to veterinary services, vaccinations, animal husbandry, extension;
- Income generating activities;
- Civil engineering: access to water, irrigation, construction and rehabilitation of infrastructures.

MADERA implements these activities in 4 provinces in Eastern Afghanistan (Laghman, Kunar, Nuristan and Nangarhar), 1 province in Central Afghanistan (Wardak) and 1 in Western Afghanistan (Ghor).

The team is composed of approximately 300 Afghan employees and 5-6 expatriates.

The annual budget is around 3 million Euros.

MADERA, under the leadership of its Board of Directors, wishes to focus its work on the following priorities: support communities towards autonomy, prioritize participatory approaches and foster the capacity building of Afghan staff.

For more detailed information: [www.madera-asso.org](http://www.madera-asso.org)

---

### **BRIEF PRESENTATION OF THE MONITORING AND EVALUATION DEPARTMENT**

The objective of Madera's Monitoring and Evaluation Department (M&E Department) is to independently monitor, evaluate and enhance the impacts and the overall quality of Madera's projects.

The M&E outputs support Madera's accountability and provide a basis for decision-making and promote knowledge management.

M&E Department consists of one expatriate Head of M&E Department and two permanent Afghan staffs (one M&E Officer and a GIS Officer), although it is planned to extend this team with an additional 4 people within the framework of two upcoming projects starting in 2014, which both have an important monitoring and evaluation component:

- A European Commission funded animal health and animal productions project (4 years, 3,7 millions euros, implemented in a consortium with Relief International, MADERA being leader);
- An Agence Française de Développement (AFD) funded rural development project (3,5 years, 10 millions euros, implemented in a consortium with GERES and Solidarités International, MADERA being in charge – among other activities - of the monitoring).

Tasks of the M&E Department relate not only to these two projects, but to all projects implemented by MADERA.

#### Main tasks of the M&E Department

- Design and implement adequate surveys on the field (needs assessments, baseline surveys, impact assessments, internal evaluation of projects or other specific surveys).
- Design, update & carry out monitoring tools for projects logframe's indicators.
- Prepare adequate mapping (on-going activities, targeted areas, general maps)
- Enhance the Madera' projects quality and participate in the refining of the intervention strategy of Madera.
- Promote knowledge management and capitalization of past experiences.

The M&E Department is based in Kabul but regularly conducts fieldworks in the remote areas of Eastern and Central Afghanistan (5 provinces).

#### **HEAD OF M&E DEPARTMENT'S MAIN RESPONSIBILITIES**

The head of the M&E Department is working under the direct supervision of the Country Director and in close collaboration with the Operations Director, Grant Manager, Project Managers and provincial teams.

The main tasks and responsibilities of the head of the M&E Department are to:

- Coordinate the M&E Department (planning and implementation of M&E activities, staff management, reports writing etc.).
- Give technical and methodological support to the M&E staff (M&E methods, logframe approach, Quality Assurance, use of software etc.).
- Collaborate with the Operations Director to continuously enhance projects' impacts and quality.
- Participate in project proposals design (mainly logframe and M&E aspects).
- Coordinate activities with the M&E teams of other NGOs, particularly partner NGOs with whom MADERA works in consortium.
- Prepare the terms of reference for external and internal evaluations and surveys.

#### **REQUIRED QUALIFICATIONS AND SKILLS**

- University degree in development or related field
- Excellent reporting skills and professional communication in English
- Command of participatory approaches and of development oriented strategies
- Practical knowledge of evaluation methods and GIS appreciated
- Practical or research experience of monitoring and evaluation
- 2 years experience at least in a humanitarian or development context

#### **EMPLOYMENT CONDITIONS**

- Fixed term salaried contract: 12 months renewable
- Usual base in Kabul with frequent travels to regional and field offices.
- Transportation, accommodation, social security (medical insurance), repatriation insurance costs covered by Madera.
- Monthly gross salary: 2300 € to 2700 €, according to experience.
- R&R allowance every 3 months.

#### **POSITION TO BE FILLED AS SOON AS POSSIBLE**

Please send your application (cover letter, CV and picture) to:

Céline WEYMANN

MADERA – 3 rue Roubo – 75011, Paris – FRANCE

Email: [recrutement@madera.asso.fr](mailto:recrutement@madera.asso.fr)

Tel: 33 (0)1 43 70 50 07 – Fax: 33 (0)1 43 70 60 07