

## Junior Expert (JE) Job description

Function Code: UGA.2305

### I. DESCRIPTIVE PART OF THE JOB

<b>Application date</b>	03/02/2023
<b>Job title</b>	Junior Expert in Digital Monitoring and Evaluation
<b>Junior Expert</b>	<input checked="" type="checkbox"/> European <input type="checkbox"/> National
<b>Main job domain (sector of activity)</b>	Decent Work and Social Protection
<b>Job holder (name of JE)</b> <i>(to be filled in after the selection of JE)</i>	
<b>Job holder's (JE's) Signature + date</b> <i>(to be filled in after the selection of JE)</i>	

General information			
<b>Enabel or NGA Project/programme</b>	<input checked="" type="checkbox"/> Enabel	<b>If Enabel : Navision code</b>	UGA2100311
	<input type="checkbox"/> NGA	<b>If NGA : NGA name</b>	
<b>Full denomination of the project/programme</b>	Decent Work and Social Protection		
<b>Project/programme 's location</b>	Rwenzori and Albertine region		
<b>Duty station of supervisor</b>	Fort Portal	<b>Duty station of JE</b>	Fort Portal
<b>JE will be assigned to</b>	<input checked="" type="checkbox"/> Project/programme		<input type="checkbox"/> Representation (Enabel)/Country Office (NGA)
<b>Project duration (dd/mm/yy)</b>	<b>Start date:</b>	July 2022	<b>Expected starting date for the job (dd/mm/yy):</b> 01/10/2023
	<b>End date :</b>	June 2026	
<b>Requested JE contract duration</b>	<input type="checkbox"/> 1 year	<input checked="" type="checkbox"/> 1 year with possible extension	

<p>1. Context of project 2. Objectives of project 3. Beneficiaries of project 4. Main activities of project</p>	<p><b>1. Context of Project</b></p> <p>Over the past decade, <b>social protection and decent work have gained significant international attention</b>. According to the World Bank (2019), rising labour incomes directly accounted for about 40% of the drop in poverty worldwide over the past 10 years. Meanwhile there is a growing consensus that jobs have a bigger role to play than just providing a fair income. As a matter of fact, in the absence of social protection mechanisms, workers are also exposed to risks in case of accidents at work, illness or pregnancy.</p> <p>Likewise, social protection and decent work are high on the <b>Belgian agenda</b>. The Belgian Development Cooperation law explicitly promotes inclusive, fair and sustainable economic growth, local entrepreneurship, the social economy and ILO's Decent Work Agenda. The 2021 Policy Statement and Policy Paper of Belgian Minister Kitir specifically targets decent job creation and social protection.</p> <p>First launched in 1999, ILO's <b>Decent Work Agenda</b> has become the leading international normative framework. It claims that decent work should deliver a productive and fair income, safety and security, social protection, better prospects and opportunities for workers to participate in decisions that affect their lives. Thereby, ILO has structured its approach to decent work around 4 pillars: (1) decent job creation (2) rights at work (3) social protection of workers, and (4) social dialogue. These pillars became integral components of the new 2030 Agenda for Sustainable Development.</p> <p>In <b>SDG terms</b>, it comes down to contributing to SDG1 on 'no poverty', in particular 1.3 'social protection systems for all'; and SDG 8 'decent work and economic growth', particularly targets 8.5 'full and productive employment and decent work' and 8.8 'protection of labour rights'. For this strategy, the ILO frameworks on Social Protection Floors and Decent Work have been used as the reference framework.</p> <p>As this is the first thematic portfolio on social protection and decent work, Enabel designed a <b>new approach on social protection and decent work</b>, with unique solutions in line with the orientations provided by the instruction letter and the added value Enabel can bring with its partners. The portfolio seeks complementarity with other bilateral programs in Central Africa and will contribute mainly to address the global challenge of social and economic inequalities.</p> <p><b>2. Objectives of the project</b></p> <ul style="list-style-type: none"> <li>• Decent employment is created and enhanced for youth and women in agriculture, tourism and the green economy</li> <li>• Fundamental Principles and Rights at Work for formal and informal workers are better respected, protected and fulfilled</li> <li>• Workers and their families have increased access to existing social protection mechanisms covering health and maternity risks</li> <li>• Tripartite representative actors engage in effective Social Dialogue for advancing the Decent Work Agenda</li> <li>• Policy development and national dialogue on decent work strengthened through evidence based learning and regional networking and exchange.</li> </ul> <p><b>3. Beneficiaries</b></p> <ul style="list-style-type: none"> <li>• Women and Youth (16- 30 years)</li> <li>• Cocoa and Coffee Farmers</li> <li>• Entrepreneurs in the green economy</li> <li>• Potential workers in the Tourism and Hospitality and TVET graduates.</li> <li>• Representatives of Public Institutions</li> </ul>
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	<ul style="list-style-type: none"> <li>Workers and employers Organizations, women organizations and CSOs.</li> <li>Informal Workers</li> <li>Expectant Mothers</li> <li>Women Networks</li> </ul> <p><b>4. Main activities of the project</b></p> <ul style="list-style-type: none"> <li>Support the productivity of Cooperatives in coffee and cocoa sector</li> <li>Support the employment matching and Work Readiness Program (WRP)</li> <li>Support green entrepreneurship</li> <li>Strengthen Labour Inspection</li> <li>Address Gender inequality and GBV at the workplace</li> <li>Enhance supply, demand and governance of health insurance</li> <li>Implement innovative solutions covering health and maternity risks for informal workers.</li> <li>Strengthen Labour Unions Federation and Social Labour Unions</li> <li>Strengthen Womens' networks to be better represented in Social Dialogue.</li> <li>Strengthen tripartite structures for enhanced social dialogue</li> </ul>
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<b>Position of the JE within the organization</b>	
<i>The JE depends hierarchically on the supervisor (N+1). Besides the supervisor, one or more resource persons for technical support of the JE may be appointed in case the supervisor does not have the same technical background as the JE. If this person is already identified, please indicate below.</i>	
<b>Supervisor's name, job title &amp; background</b>	Berivan ERBIL PAMUK, Decent Work and Social Protection Expert
<b>Resource person(s) for technical support's name, job title &amp; background</b>	International JE will receive technical support from the MEAL Officer and National JE that will be recruited through this application. All three positions will complement each other, and work in pairs.
<b>For Enabel JE, the follow-up will be assured by a Junior Programme Project Officer.</b>	
<b>For NGA JE: name &amp; job title of the contact person from NGA headquarters that will assure the follow-up</b>	/

<b>JE – Job description</b>
<b>Job objective</b>
<i>Explain in one concise sentence the purpose of the job. What real need does this job fulfil? What's the added value of the job?</i>
Develop an innovative monitoring and evaluation system by identifying and launching a tailored digital tool in the local context to ensure that the intervention has relevant information about impact/results and actually uses it for communication, decision-making, learning and rendering accounts of results achieved against the fixed objectives.

<b>Result area n°1</b>		<b>Time in % :</b>	95%
<b>JE's role</b>	As Expert Monitoring and Evaluation		
<b>JE's responsibility</b>	Jointly with the MEAL Officer and National JE, identify, launch, and continuously develop the <b>digital tool</b> based on emerging needs to monitor and evaluate the impact/results of the intervention, especially on the everyday lives of the direct beneficiaries at individual/household level, through an innovative approach		
<b>In order to...</b>	Follow the development and roll-out of this tool to have all necessary information to: <ul style="list-style-type: none"> <li>- Follow the effects of change and the performance of the intervention</li> <li>- Digitalize data production processes to support decision-making and strategic planning of the intervention</li> <li>- Facilitate the learning dynamic, research-action and knowledge-building within the team</li> <li>- Render accounts of the development results achieved, reports and evidenced-based evaluations</li> <li>- Report on results at national and regional level</li> <li>- Timely convey this information to National JE and Communications Officer to ensure best use of the internal and external communication tools of the intervention (see result area of the National JE)</li> </ul>		
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>- In association with the MEAL officer, the national Junior Expert and the experts in the project, <b>analyze the 'information needs'</b> on the basis of the portfolio document</li> <li>- Identify and launch the most convenient <b>digital tool</b> for monitoring and evaluation at the individual level in the local context</li> <li>- Parametrize the digital tool</li> <li>- Prepare the <b>manuals</b> for the tool</li> <li>- <b>Train, coach</b> and support the users of said tool</li> <li>- Develop and put in place the <b>planning</b> to ensure the collection of data</li> <li>- Complete the monitoring matrix, based on the above, and elaborate the intervention's monitoring manual, in accordance with the Enabel Results-based management policy and the guidelines in the matter.</li> </ul>		
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>- Monitoring and evaluation plan is developed</li> <li>- Digital monitoring tool is created/identified</li> <li>- Roll-out of the tool</li> <li>- Digital database is created</li> <li>- Monitoring matrix is updated</li> <li>- Monitoring and Evaluation Tools are digitalized</li> <li>- The tools are revisited and enhanced based on the feedback received from the field</li> </ul>		

<b>Result area n°2</b>		<b>Time in % :</b>	5%
<b>JE's role</b>	As a Junior Expert		
<b>JE's responsibility</b>	In consultation with the Junior Programme, take initiatives and/or respond to requests for global citizenship actions.		
<b>In order to ...</b>	Raise awareness of global citizenship among the Belgian population		
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>- Own initiative to make certain aspects of global citizenship known to the Belgian public (podcast, video, action, event...)</li> <li>- Support to an already existing initiative in the field of global citizenship (eg of Enabel, a Belgian or local NGO, s....)</li> <li>- Any other global citizenship activity requested or approved by the Junior Programme.</li> </ul>		
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>- 1 global citizenship initiative finalised and/or supported per year</li> <li>- Possibly other individual awareness-raising activities (eg. photo exhibition, video, educational kit, games, testimonies, ...)</li> </ul>		

Besides these tasks mentioned above in the result areas, we can ask the JE, depending on the needs of the Junior Programme, to accomplish any other tasks that might be considered necessary for the correct functioning of the programme and that are in line with his/her profile.

<b>JE's contribution to the Junior Programme priorities</b>	
<b>Innovation</b>	
<i>What space does the function offer for experimenting with innovative tools/approaches? E.g : action research, testing &amp; roll-out of new technologies, etc.</i>	
<b>JE's role</b>	Support the development of digital innovations of the project.
<b>JE's responsibility</b>	Jointly with the D4D team, develop appropriate technologies to monitor the implementation of innovations.
<b>In order to ...</b>	The Social Protection project to effectively and efficiently roll out the various digital solutions to enhance information gathering, analysis and dissemination.
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>▪ Support the Social Protection project to develop and roll out digital innovations under Pillar 3;</li> <li>▪ Monitor the performance of the various innovation; utilize the lessons learnt, document best practices, and suggest recommendations for further improvements</li> </ul>
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>▪ Develop the digital innovations strategy</li> <li>▪ Measure outcomes of the digital innovations</li> </ul>

<b>Capacity building</b>	
<i>How will the JE contribute to the capacity building of the local partners, of the hosting partner team, etc? Will (s)he have the possibility to work in pairs with a young local professional?</i>	
<b>JE's role</b>	As trainer
<b>JE's responsibility</b>	Build the capacity of staff of partner organisations, social protection staff through coaching and mentoring approaches
<b>In order to ...</b>	Create a pool of Professional and competent people in the field of digitalization
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>▪ Conduct a capacity building assessment for partners / grantees and project staff in the field of digitalisation</li> <li>▪ Develop and implement a capacity-building plan for project staff, grantees and partners.</li> <li>▪ Build the capacity of project staff, grantees and partners to use the developed systems / tools.</li> <li>▪ Build the capacity of the project staff on the various aspects of digitalisation</li> <li>▪ Build the capacity of the D4D officer of the Social Protection Project.</li> </ul>
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>▪ Capacity Assessment Report</li> <li>▪ Capacity building plan</li> <li>▪ Regular updates on the capacity building initiatives</li> </ul>

Requested profile			
<b>Required training/degree for the job</b> > <b>Remark</b> : will be eliminatory on CV for the candidates. Be complete & specific, please.	<input type="checkbox"/> Agronomy/ Bio-engineer <input type="checkbox"/> Biology/ Environment <input type="checkbox"/> Geography <input type="checkbox"/> Civil/industrial/ electrical engineer/ Architect <input type="checkbox"/> ICT/NTIC <input type="checkbox"/> Mathematics/ Exact sciences <input type="checkbox"/> Law/Criminology	<input type="checkbox"/> Political sciences/ International relations/ Diplomacy <input type="checkbox"/> Sociology/ Anthropology/Social work <input type="checkbox"/> Psychology <input type="checkbox"/> History/Philosophy/ Art/Religion <input type="checkbox"/> Educational sciences <input type="checkbox"/> Human resources <input type="checkbox"/> Organizational development	<input type="checkbox"/> Economy/Commercial engineer/Marketing <input type="checkbox"/> Communication/Public relations/Journalism <input type="checkbox"/> Languages/Philology /Translator <input type="checkbox"/> (Bio/Para)medical sciences <input type="checkbox"/> Public health <input type="checkbox"/> Development studies <input checked="" type="checkbox"/> All profiles <input type="checkbox"/> Others and/or details (if needed) : ...
<b>Necessary specific knowledge for the job</b> > <b>Remark</b> : will be eliminatory on CV for the candidates.	Professional experience (min. 3 months) in - database management, including data import/expert/migration - digital programming and/or application development - data analysis and visualization		
<b>Language skills</b> > Indicate which language skills are essential or preferable for the job with possible comments on the expected level of knowledge and/or an argumentation.	<b>Languages</b>	<b>Knowledge</b>	<b>Comments</b>
	English	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	Fluent (oral and written)
	French	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	Basic Knowledge (Level A2)
	Dutch	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	Basic Knowledge (Level A2)
<b>Preferred assets for the job</b> > <b>Remark</b> : will <u>not</u> be eliminatory on CV for the candidates.	<ul style="list-style-type: none"> <li>- Sound communication, stakeholder management and relationship skills</li> <li>- Good analytical and synthesis and communication skills</li> <li>- Good organisational skills</li> <li>- Ability to work with team members from different backgrounds</li> <li>- Sense of responsibility and initiative</li> <li>- Flexibility, willingness to learn</li> <li>- Excel proficiency</li> <li>- Power BI Knowledge</li> </ul>		
<b>Driver's licence for motorcycle &amp; car</b>	<b>Motorcycle</b>	<input type="checkbox"/> Essential <input type="checkbox"/> Preferable	<b>Car</b>
			<input type="checkbox"/> Essential <input type="checkbox"/> Preferable

Country context information	
<b>Living conditions</b>	
<b>Capital / rural area</b>	Rural area
<b>Security context</b>	The country is currently secure
<b>Access to services</b>	Good access to health, education services and security services
<b>Isolation / social life</b>	Although the project area is based in the rural part of the country, it is also one of the most touristic places providing opportunities for nature sports.
<b>Location suited for families (with children)</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Other useful observations?</b>	
<b>Work context &amp; conditions</b>	
<b>Work location</b>	Fortportal with frequent travel to the Rwenzori and Albertine region
<b>Field exposure?</b> (Direct contact with beneficiaries & local reality, frequency field missions,...)	The Junior Expert will have direct contact with beneficiaries. Field missions will be at least twice a month but more frequent at the time of designing, pre-testing and rolling out some of the digital tools.
<b>Accessibility of the supervisor</b>	Very accessible
<b>Teamwork / isolated work</b>	The JE will closely work with a team of experts, field officers and partners
<b>What transport arrangements will the project consider in order</b>	<input type="checkbox"/> Motorcycle from the project at disposal of the JE <input checked="" type="checkbox"/> Borrow a car belonging to the project/programme when required <input type="checkbox"/> Local transport? What? :

<b>to insure the JE's <u>professional</u> travels/journeys?</b>	<input type="checkbox"/> Other, please specify :
<b>What transport arrangements will the <u>JE</u> consider in order to ensure his/her <u>private</u> travels/journeys?</b>	<input type="checkbox"/> Motorcycle
	<input checked="" type="checkbox"/> Car
	<input type="checkbox"/> Local transport? What? :
	<input type="checkbox"/> Other, please specify :
<b>Other useful observations?</b>	