

**Position: Field Monitor (Consultant)**

**Responsible to: Project Officer**

**Location: Bade/Damaturu, Yobe**

**Line Management: N/A**

**Grade: N/A**

**Job Purpose**

The post holder will be responsible for overseeing operations in the field to ensure adherence to established policies and regulations, recording data, conducting inspections, and ensuring compliance with safety, environmental, or quality guideline and provide training and support to field staff.

**Specific Responsibilities**

* Coordinate and monitor the implementation of the assistance programme through food and/or Voucher distribution at the local level, in close collaboration with the activity implementing partners.
* Supervise the efficient distribution of food items and Vouchers at the site and ensure proper distribution of entitlements and verify appropriate entitlements are distributed and provide feedback to Field Officers and others on the distribution
* Support in the implementation of the plan of action, review achievement and constraints and provide feedback accordingly
* Administer monitoring tools during distribution activities for both quantitative and qualitative monitoring and report same to your line of report on daily basis.
* Support with awareness creation at the community level providing solicited and unsolicited information to the community and all relevant stakeholders.
* Conduct frequent field visits to project sites protection monitoring during project activities.
* Engage with stakeholders for information dissemination and feedback from the community.
* Support AAP tools implementation, dissemination of messages and extract lessons learned from the activities
* Conduct stock inventory monitoring to reconcile actual stock on site against stock in record and data collected are submitted to the project team lead on daily basis
* Ensure community mobilization and engagement as per project requirements.
* Support AAP tools implementation, dissemination of messages and extract lessons learned from the activities
* Conduct structured/unstructured interviews with beneficiaries, cooperating partners (CPs), and government/community stakeholders to gather feedback.
* Ensure regular situation updates on data collection are properly communicated and provide support and follow-up on identified challenges during the data collection process.
* Under the supervision of the project officer, the field monitor will organize, and compile data collected from field visits, interviews, and documents.
* Verify the accuracy and reliability of the collected data through cross-checking, triangulation, and validation processes.
* Analyse data to identify trends, challenges, and successes related to project implementation and outcomes.
* Write detailed reports that summarize findings, observations, issues, and recommendations on each field visit.
* Present monitoring findings to relevant stakeholders, including cooperating partners (CP), government representatives, and beneficiaries at the field level.
* Conduct post-distribution debriefs and provide feedback to government and community stakeholders and cooperating partners on best practices, lessons learned, and improvement areas.
* Routine communication of all field monitoring activities, work order progress, and other key findings to management promptly and effectively.
* Foster strategic partnerships with key stakeholders in the field; establish and maintain a network of Local stakeholders (Bulamas, local government officials, and other local authorities) to ensure the smooth running of monitoring activities.
* Perform any other related duties assigned by line manager

**Key Working Relationships**

**Internal Relationships:** Entire AAN staff

**External Relationships:** Communities and other stakeholders

**Persons Specifications**

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| **Attributes/Skills** | **Essential** | **Desirable** |
| **Education/**  **Qualifications** | * Minimum of National Diploma in Social Sciences/ Art or related field | * Membership of relevant professional bodies and agencies |
| **Experience** | * Minimum of two (2) years working in humanitarian responses context with a strong focus on both quantitative and qualitative research methodologies. * Substantial knowledge regarding conducting data collection in an NGO. * Previous experience in Third Party Monitoring (TPM) is an asset. * Strong skills with the Microsoft Office Suite (Word, Excel, PowerPoint), Google Drive, and other cloud-based software tools * Experience using ODK for quantitative data collection * Experience conducting focus group discussions, or the ability to learn rapidly | * Related experience WFP funded project. |
| **Skill Abilities** | * Positive attitude and willingness to learn * Excellent communication and time management skills * Ability to operate in a cross-cultural environment requiring flexibility * Fluency in written and spoken fluency in English is a must; additional fluency in Hausa is preferred * Ability to work independently. * Willing to work in security-prone areas * Internal and External Relations |  |
| **Personal Qualities** | * Excellent knowledge on the management key stakeholders and community mobilisation. * Ability to work under pressure in a multicultural and complex environment. * Ability to produce reports and high-level conflict analysis. * A strong commitment to poverty reduction, accountability and good governance works. * A team player. * A strong commitment to human rights and socio- economic justice and proven track record in exercising human rights. * An appreciation of the need for innovative ways of learning and knowledge development. * Excellent interpersonal skills. * Flexibility to travel. * Willing to work additional hours at crucial times. * Self-motivated person able to work without close supervision. * Effectively promote AAN’s mission, values and objectives * Able to work effectively in a diverse team environment. * Able to work accurately, with attention to details |  |

**Signed by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Field Monitor (Consultant)**

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**Manager, Humanitarian and Resilience**