About Independent Directorate of Local Governance (IDLG)

IDLG was established on 30 August 2007 by Presidential decree, transferring the responsibilities of the Civil Administration division of the Ministry of the Interior to a new independent directorate. The Presidential decree also transferred the responsibility for supporting Provincial Councils to IDLG, creating a single structure responsible for sub-national governance in Afghanistan. IDLG therefore has direct management responsibility of Tashkeel staff working in sub-national governance institutions such as Provincial and District Governors’ Offices, Provincial and District Municipalities, and Provincial Councils (PCs).

IDLG’s vision is to make a difference in the lives of Afghan citizens by providing them good governance. IDLG’s mission is consolidating peace and stability, achieving development and equitable economic growth and achieving improvements in service delivery through just, democratic processes and institutions of good governance at sub-national level.

IDLG’s Mandate:

- Improving sub-national governance in order to achieve stability, security and development
- Providing good governance at sub-national level
- Establishing and strengthening government institutions at sub-national level
- Ensuring public participation in decision making

IDLG has four functions, as follows:

- **Policy Development**: Development of sub-national governance policy and revision of laws, regulations and rules of procedure in line with this policy
- **Institutional Development**: Provision of organizational strengthening, capacity building and support to sub-national governance institutions
- **Broader Governance**: Support for the participation of stakeholders and citizens in subnational governance processes
- **Support**: Facilitating the delivery of national programs and initiatives through subnational governance institutions

About Eshiteghal Zaiee – Karmondena (EZ-Kar)

The Eshiteghal Zaiee – Karmondena (EZ-Kar) is a Project of the Afghan Government supported by the World Bank, involving multiple ministries, to respond to the long-term settlement and economic development of the returnees and their host communities.
The EZ-Kar proposes to mitigate the enormous pressure caused by the displacement crises, while also enhancing the opportunities it presents for economic development in urban areas. Thus EZ-Kar fits within the international context of integrating short-term humanitarian approaches with longer-term development perspectives. The project focuses on the successful integration of the returnees in the 13 cities with the highest number of IDPs and returnees. There is a strong emphasis in the project on developing market supporting infrastructure, and creating the supportive enabling environment required to generate short- and medium-term economic opportunities as well as removing impediments to the re-integration of IDPs and returnees to the host communities. These measures in the long run will support local institution building, inclusive growth and social inclusion.

The project supports the integration of Afghan Returnees in the cities through a multi-Agency implementation approach, and with the short to medium term measures required for increased economic opportunities for integration of Afghan returnees in the cities under program coverage. These measures include, among others, (a) provision of civil documents and information services to Afghan refugees in Pakistan; (b) creation of job opportunities through labor intensive public works; (c) removal of regulatory red tapes (such as cumbersome processes for applying for construction permits), (d) provision of and improvements to market infrastructure at municipal and Gozar levels.

Together, these measures are expected to strengthen an enabling environment for economic opportunities in the target cities where there is a high influx of displaced people which will facilitate new business activities by establishing business Gozars and market-based infrastructure at Gozar level, create immediate short-term jobs, and promote economic opportunities.

The EZ-Kar project will reach Afghan refugees living in Pakistan and citizens within Afghanistan in 13 cities in Afghanistan namely: Kabul, Jalalabad (Nangarhar), Kandahar City (Kandahar Province), Herat City (Herat Province), Puli Khumri (Baghlan), Maimana (Faryab), Ferozkoh/Chaghcheran (Ghor), Khost Matun (Khost province), Asadabad (Kunar), Kunduz City (Kunduz Province), Mehtarlam (Laghman), Parun (Nuristan) and Taloqan (Takhar). The EZ-Kar being an inter-ministerial approach to the displacement crises, with multiple implementing agencies (IAs), such as the Ministry of Finance (MoF), the Ministry of Foreign Affairs (MoFA), the Ministry of Economy (MoEc), Ministry of Refugees and Repatriation (MoRR), the Kabul Municipality (KM), and the Independent Directorate of Local Governance (IDLG) would improve inter-ministerial coordination and collaboration to address the IDPs and returnees’ crises effectively.

<table>
<thead>
<tr>
<th>Position Title and Details</th>
<th>Monitoring and Evaluation Officer</th>
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<tbody>
<tr>
<td>Location</td>
<td>Baghlan, Faryab, Ghawr, Khost, Kunar, Kunduz, Laghman Nangarhar, Takhar</td>
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<td>Travel to Field Offices</td>
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<td>Nationality</td>
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<td>Vacancy Number</td>
<td>IDLG/HR/EZ-KAR054</td>
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<td>Salary</td>
<td>As Per NTA Salary Scale</td>
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<td>Contract Duration</td>
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<td>No. of Jobs</td>
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<td>Education</td>
<td>BA (Master Preferred)</td>
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<td>Gender</td>
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<td>12 Mar, 2020</td>
</tr>
<tr>
<td>Closing Date</td>
<td>26 Mar, 2020</td>
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### Job Description/ Duties and Responsibilities

- Design of the monitoring tools to collect the required data/information.
- Monitor field program's implementation, quality, and adherence to the program and operational policies.
- Work as mentor/coach to social team in the field to collect data in the developed questionnaires and tools by a good participatory methodology;
- Generate a report from Community Participatory Monitoring (CPM) teams, Score Cards and sub-project impacts and outcomes on community livelihood.
- Compile analyses and prepare reports for the field activities and performances.
- Assist the management and relevant Units/Departments to ensure various levels of data collection responds to the needs and requirements of the program at the provincial level.
- Analyze trends, challenges in the field, lessons learned from EZ-Kar field implementation and support PMU in the revision or updating of select policies or procedural guidelines/requirements.
- Support organization of participatory community appraisals and surveys to identify community needs, problems, priorities, and opportunities.
- Facilitate focus group discussions, key informant interviews and community survey for assessing socio-economic needs of the communities and it's reflection in community development plans.
- Provide all reports in a timely and accurate manner to the relevant stakeholder as well as prepare and submit timely and accurate quarterly progress reports against the EZ-Kar’s Results Framework (RF) to DMM/PIU and other stakeholders.
- Manage all work on the CDC Institutional Maturity Index (IMI).
- Design training and capacity building activities for all CC monitoring staffs, both to FP and PMU social staffs.
- Produce or assist in the production of other internal documents, such as monthly field news, success stories as may be decided upon from time to time.
- Engage with FP staffs to collect and manage essential data of their respective activities and plan regular field visits form program activities in all target districts/nahias.

Ensure quality of data collected by FP staffs, and provide feedback to senior staff and program teams on performance based on monitoring data findings.

- Provide input into the design, implementation, and dissemination of evaluations, special studies and assessments.
- Coordinate the field Performance Monitoring Plan including assessing the validity of the information and indicators includes subcommittees’ formation, CDCs training by FP and quality of documents shall be used that contribute to performances monitoring plan.
- Work with the MIS and IT Units to ensure that the Unit required databases are installed/incorporated in the system and PMUs can access the system and ensure that the system gives expected outputs.

### Job Requirements

#### Education

- Education and Experience: Bachelor with 4 years of related experience.

#### Experience

- At least four years of progressively responsible experience is required in the areas of Monitoring and Evaluation.

#### Languages and Computer Skills

| Computer: Excellent understanding and usage of MS Office packages. |
| Languages: Possess excellent written and verbal communication skills in English, Dari and Pashto. |
Other Skills

- Communication Skills
- Teamwork
- Good writing skills
- Time Management
- Adaptability
- Strong analytical and logical skills
- Well organized and proactive approach to work
- Ability to work under pressure and meet tight deadlines
- Highly motivated for his/her professional and academic improvement
- Ability to take constructive feedback
- Problem-solving skills

Submission Guideline

Qualified Afghan applicants are encouraged to submit their resumes with a detailed application letter including a contact number or address. Please submit your applications electronically to: humanresources.ezkar@gmail.com

Total positions: 09 (one position per province).

The HR Department will not entertain telephone inquiries.

Note: Please specify the vacancy number with the title of the position and location in the subject line of your email or else your application will not be considered.

Only shortlisted candidates will be contacted for a written test.

The Citizens’ Charter/EZ-Kar is committed to ensuring a fully transparent and meritocratic recruitment process for all programme and Tashkeel positions in its purview. CVs, written tests, and interviews are reviewed by a multi-ministerial committee, including IDLG, MRRD, and Ministry of Finance. The World Bank has final signing authority on all appointments. Checks and balances have been put in place to prevent any potential for nepotism, discrimination, or favouritism. Any attempts to influence the requirement process will result in the immediate disqualification of the candidate.

The IDLG DMM CCAP/EZ-KAR PIU strongly encourages woman candidates to apply. It applies a proactive and positive discrimination policy towards woman candidates as follows:
(a) Women candidates with slightly lower than the stated required educational qualifications will also be considered.
(b) If the difference in the written test and/or interview scores between the male and female highest-scoring candidates is less than or up to 5 out of 100 total points (or a difference of up to 10%), the woman candidate will be offered the position (even where she scored the lesser points).
(c) If offered this position, the woman position holder will be allowed an adult male or female relative as a maharram for official travel, if/when required.
(d) The IDLG and its CCAP/EZ-Kar PIU will promote a women-friendly environment with clear anti-harassment policies enforced.

Submission Email

humanresources.ezkar@gmail.com
Note for the Candidates/ Female Candidates

The Citizens’ Charter is committed to ensuring a fully transparent and meritocratic recruitment process for all programme and Tashkeel positions in its purview. CVs, written tests, and interviews are reviewed by a multi-ministerial committee, including IDLG, MRRD, and Ministry of Finance. The World Bank has final signing authority on all appointments. Checks and balances have been put in place to prevent any potential for nepotism, discrimination, or favouritism. Any attempts to influence the requirement process will result in the immediate disqualification of the candidate.

The IDLG DMM CCAP PIU strongly encourages woman candidates to apply. It applies a pro-active and positive discrimination policy towards woman candidates as follows:

- Women candidates with slightly lower than the stated required educational qualifications will also be considered.
- If the difference in the written test and/or interview scores between the male and female highest scoring candidates is less than or up to 10 out of 100 total points (or a difference of up to 10%), the woman candidate will be offered the position (even where she scored the lesser points).
- If offered this position, the woman position holder will be allowed an adult male or female relative as a mahram for official travel, if/when required.

The IDLG and its CCAP PIU will promote a women-friendly environment with clear anti-harassment policies enforced.