



The Food Heritage Foundation

TERMS OF REFERENCE

Monitoring and Evaluation Officer

The Food Heritage Foundation (FHF) is a non-profit organization that strongly believes in local food heritage being a potent tool for economic development. The FHF aims to revive traditional cuisine and local produce and promotes the livelihoods of rural producers and processors through rural-urban linkages. FHF has been implementing capacity building projects throughout Lebanon promoting the local food system, supporting the livelihoods of small-scale farmers/producers, and fostering sustainability.

FHF is currently implementing a project aiming at fostering food security while promoting resilience and adaptation capacities of vulnerable small and medium-sized agricultural enterprises. The project is implemented by FHF in partnership with GIZ and is commissioned by BMZ.

Within this project, FHF is seeking to recruit a full-time **M&E Officer** extensive experience in reporting and activities monitoring.

Scope of Work

The M&E Officer will be primarily responsible of the following activities:

- Support in the development of projects-related narrative reports
- Support in development of M&E tools and implementation of M&E framework
- Work with program coordinator and project team to timely collect and report data using the M&E tools.
- Conduct M&E visits to monitor activities progress, quality of data and integrity, when necessary.
- Provide technical support on monitoring and evaluation, including data collection tools development, data entry and technical assistance where needed.



Essential Minimum Qualifications

- Advanced University degree in management, business administration, development, resources management or any other related field.
- Proved previous work experience in M&E.
- Strong experience in data management and usage of relevant software.
- Strong organizational skills, teamwork and communication skills
- Excellent reporting skills
- Excellent knowledge of Arabic and English languages

Period

- 18 months from January 2023 to June 2024 with probation period of 3 months

How to Apply

- Deadline to submit CV: January 10, 2023
- Interested candidates should send their CV to: info@food-heritage.org