MOUKHTARA MUNICIPALITY

JOB ANNOUNCEMENT

The Moukhtara Municipality is pleased to announce a vacancy for the following position under the project **A_G_4.1_0097 CLOSER**.

Position: Evaluation Manager (Part-Time)

Project Name: CLOSER – Connecting Local Proximity Networks Sustaining Participatory Governance

Project Code: A_G_4.1_0097_CLOSER

Main Responsibilities

The Evaluation Manager will be responsible for:

- Developing and implementing the project's Monitoring and Evaluation (M&E) framework in line with project objectives and donor requirements.
- Designing data collection tools, methodologies, and monitoring plans to assess project progress and performance.
- Monitoring project indicators, outputs, outcomes, and deliverables against approved work plans.
- Collecting, verifying, analyzing, and interpreting project data to measure results and support evidence-based decision-making.
- Preparing periodic monitoring and evaluation reports, including progress updates and performance analyses.
- Supporting the preparation of donor reports by providing accurate monitoring data and evaluation findings.
- Conducting field monitoring visits and verifying the quality and accuracy of project implementation.
- Identifying implementation challenges, lessons learned, and recommending corrective actions to improve project performance.
- Coordinating with the National Project Coordinator, project partners, municipalities, and stakeholders on monitoring and evaluation activities.
- Ensuring compliance with project procedures, monitoring requirements, and donor guidelines.

- Maintaining organized records of monitoring data, evaluation reports, and supporting documentation.

Minimum Qualifications and Experience

Applicants should meet the following minimum requirements:

- University degree in statistics, economics, social sciences, environmental sciences, project management, public administration, development studies, or a related field.
- Proven experience in monitoring and evaluation of development or donor-funded projects.
- Experience in developing M&E frameworks, indicators, data collection tools, and reporting systems.
- Experience in data analysis and preparation of monitoring and evaluation reports.
- Good understanding of results-based management and donor reporting requirements.
- Strong analytical, organizational, communication, and reporting skills.
- Ability to work effectively with municipalities, institutions, project partners, and local stakeholders.
- Good command of written and spoken English and Arabic.
- Good computer skills, including Microsoft Office applications; knowledge of data analysis and visualization tools is considered an asset.

Required Documents

Interested candidates are requested to submit:

- Updated Curriculum Vitae (CV).
- Cover Letter.

Application Deadline

Applications must be submitted no later than **09 January 2026**.

Applications can be submitted to the Moukhtara Municipality Office during official working hours or sent by email to **president@moukhtara.gov.lb**.

Only shortlisted candidates will be contacted for an interview.

Moukhtara Municipality is committed to a transparent and fair recruitment process, and all qualified candidates are encouraged to apply.

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Moukhtara Municipality



Evaluation Manager – Job Description

The Evaluation Manager is responsible for designing, coordinating, and implementing the project's Monitoring and Evaluation (M&E) system to ensure effective measurement of project performance, achievement of results, compliance with donor requirements, and evidence-based decision-making throughout project implementation.

Key Responsibilities:

- Develop, implement, and maintain the project's Monitoring and Evaluation (M&E) framework in accordance with the approved project proposal, logical framework, work plan, and donor requirements.
- Develop and regularly update project monitoring tools, data collection methodologies, indicator tracking systems, and reporting templates.
- Establish and maintain a comprehensive system for monitoring project outputs, outcomes, deliverables, and performance indicators.
- Coordinate the collection, verification, validation, and analysis of quantitative and qualitative project data from project partners, municipalities, beneficiaries, and stakeholders.
- Monitor project progress against approved indicators, targets, and milestones, identifying implementation gaps and recommending corrective measures where necessary.
- Ensure the quality, accuracy, consistency, and reliability of monitoring data and supporting documentation submitted by project partners.
- Support the preparation and submission of monitoring reports, evaluation reports, indicator updates, and evidence required for donor reporting and project audits.
- Coordinate baseline, mid-term, and final evaluations, as well as any external monitoring or evaluation missions required by the donor or Lead Partner.
- Develop and maintain project performance dashboards, indicator tracking matrices, and monitoring databases to facilitate timely reporting and informed decision-making.
- Conduct regular field monitoring visits to verify project implementation, assess progress, validate reported achievements, and document lessons learned and best practices.
- Analyze project performance data and prepare analytical reports highlighting achievements, challenges, trends, risks, and recommendations for improving project implementation.
- Work closely with the National Project Coordinator, financial team, project partners, and the Lead Partner to ensure consistency between technical implementation, financial progress, and reported results.
- Support the integration of monitoring findings into project planning, adaptive management, and continuous improvement processes.

- Ensure compliance with donor monitoring, evaluation, visibility, and reporting requirements, as well as applicable project procedures and organizational policies.
- Maintain organized records of monitoring data, evaluation reports, supporting evidence, and documentation required for audits, verification missions, and donor reviews.
- Provide technical guidance and capacity building to project staff and partners on monitoring methodologies, data collection procedures, indicator measurement, and reporting standards.
- Report regularly to the Project Manager and Lead Partner on monitoring results, evaluation findings, implementation risks, lessons learned, and recommendations for improving project performance.
- Perform any other monitoring, evaluation, learning, and project-related duties assigned by the Project Manager or Lead Partner to support the successful implementation of the project.

