



## CORE

Community Organized Relief Effort

### JOB OFFER

## Monitoring, Evaluation, Accountability, and Learning (MEAL) Manager

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| Location             | West                                     |
| Reporting to         | Program Director                         |
| Contract type        | Fixed term, 12 months                    |
| Start date           | As soon as possible                      |
| Application deadline | July 12, 2026                            |
| Languages required   | English, French, and creole are required |

### About CORE

CORE (Community Organized Relief Effort), also known as J/P Haitian Relief Organization, is a U.S.-based international non-governmental organization (INGO) that has been operating in Haiti since 2010. CORE implements emergency response, recovery, and resilience-building programs aimed at strengthening the capacity of vulnerable communities to withstand shocks, with a focus on food security, livelihoods, shelter, water, sanitation and hygiene (WASH), and health in the Port-au-Prince Metropolitan Area (PPMA) and the Greater South of Haiti.

CORE has extensive experience in food security programming, including the distribution of food kits to displaced households in Port-au-Prince, Delmas, Tabarre, Croix-des-Bouquets, and Pétion-Ville in 2024, as well as cash transfer interventions previously funded by USAID/BHA that benefited more than 3,000 households in the Greater South following the 2021 earthquake. CORE is an active member of the Cash Working Group (CWG) and possesses strong technical capacity in the implementation of Cash and Voucher Assistance (CVA) programs.

### Description

J/P HRO is recruiting a Monitoring, Evaluation, Accountability, and Learning (MEAL) Manager who will report programmatically to the Project Directors of each program but will work under the direct administrative supervision of the Program Director, based in Port Au Prince with regular travel to the Grand Sud departments (Sud, Grand'Anse and Nippes,). He/ She will be responsible for the conception, coordination, and implementation of the Monitoring and Evaluation, Accountability, and Learning of the J/PHRO's program. He/ She will develop a systematic monitoring framework to improve the qualitative and quantitative data gathered by each program. He/ She will also provide technical assistance as necessary in the reporting process of each program and will contribute to the program's evaluation in a timely manner.

## Key Responsibilities

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### Settings up systems

Develop the overall framework for each program/project, for example, baseline mid-term project review, impact assessment, final evaluation and develop project performance MEAL plans with relevant data collection systems.

- Design and implement comprehensive Monitoring, Evaluation, Accountability, and Learning (MEAL) frameworks for projects, including baseline assessments, mid-term reviews, impact assessments, and final evaluations.
- Develop project MEAL plans, performance indicators, data collection methodologies, and reporting systems to effectively monitor project progress and outcomes.
- Establish baseline data for project indicators and design appropriate data collection tools while building staff capacity in their application.
- Develop, standardize, and digitize monitoring tools, including quality benchmarks, using platforms such as KoBo Collect and CommCare to ensure efficient and accessible data collection.
- Manage and maintain the organization's MEAL databases, ensuring accurate data entry, analysis, aggregation, and reporting, while providing technical support on MEAL software such as Relief Compass.
- Conduct routine data quality assessments to verify the accuracy, completeness, and reliability of collected data and ensure timely updates of project indicators to meet donor and organizational reporting requirements.
- Review and strengthen existing monitoring systems and management information systems (MIS), recommending and implementing improvements to enhance data quality and program performance.
- Provide technical support in the development and revision of project logical frameworks, performance measurement frameworks, indicators, and research methodologies.
- Lead the implementation and continuous improvement of the organization's MEAL framework, working closely with Project Directors and technical teams to ensure quality implementation and achievement of project objectives.
- Prepare high-quality analytical reports, dashboards, and presentations for management, donors, and other stakeholders to support evidence-based decision-making.
- Coordinate and support baseline studies, mid-term reviews, final evaluations, impact assessments, and operational research activities.
- Train, mentor, and provide ongoing technical guidance to project staff on MEAL systems, data collection tools, data quality standards, analysis, and reporting requirements.
- Monitor project performance against established targets, identify implementation gaps, and recommend corrective actions to improve effectiveness and accountability.
- Collaborate with program teams to promote learning, adaptive management, and the integration of evidence into project planning and implementation.
- Ensure compliance with donor requirements, organizational MEAL standards, and international best practices in monitoring, evaluation, accountability, and learning.
- Coordinate with external evaluators, consultants, research institutions, and partners to facilitate independent evaluations, studies, and learning initiatives.

### MEAL Components-Implementation of M&E and coordination

- Design and develop MEAL plans and Indicator Performance Tracking Tables (IPTTs) for all new projects and programs.
- Provide technical support for all programs and projects that will require MEAL support.
- Ensure collection of data on a regular basis to measure achievement against performance indicators; monitoring and quality assurance spot checks/ visits on project sites for data clarifications; evaluation of overall progress, and feedback to project managers; timely drafting and submission of reports.
- Identify areas where technical support to project staff and partners is required. Develop and organize training, and refresher training on M&E as required.
- Identify lessons learned and develop case studies to capture qualitative outputs of projects as well as best practices. Provide advice to project managers on improving project performance using M&E findings.
- Ensure monitoring data is analyzed and used for decision-making through action plans.
- Provide technical support and quality assurance in the development of Terms of Reference for baselines, evaluations, assessments, and studies.
- Provide technical support and quality assurance to the management of external consultants for final evaluations of Work.

## **Accountability**

- Designs appropriate and inclusive accountability mechanisms for varied population groups, including those with special needs.
- Produce analysis of feedback and reports monthly and circulate findings, to help inform decision-making and improve program quality.
- Bring support on the implementation and analysis of accountability and assessments for existing and new projects and programs, to identify communities' preferences to share feedback with the organization.
- Ensure that Feedback and reports are handled in line with the Feedback Handling Standard.
- Ensure key findings from the accountability system are shared with management on a regular reporting process and feed into proposal design.

## **Learning**

- Provide technical support to design learning methodologies for lessons learned workshops. ensure lessons learned workshops are organized throughout the program cycle timeline.
- Work closely with relevant stakeholders in CORE Haiti to document and store learning.
- Ensure tools, reports, meeting minutes, and response management documents, are all available on SharePoint.
- Ensure key updates are shared through a regular Dashboard, capturing progress and findings for Programs, project progress, Quality Benchmarks, Accountability, etc.
- Carry out capacity building to the program's partners and recipients if necessary.
- Ensure a high-quality MEAL system that generates evidence and learning in support of the programs.
- Works collaboratively with program teams to apply evidence and learning.
- Carries out quality assurance and holds consultants and evaluators accountable to meet quality standards and deliverables.
- Interprets findings from MEAL data and draws appropriate conclusions for decision-making.
- Applies standards and approaches for implementing MEAL systems in humanitarian contexts.
- Facilitate learning processes based on the MEAL plan received from the donor.

## **Proposal Development**

- Develop MEAL sections in proposals, in line with the donor's requirements.
  - Work with Project Managers to design high-quality log frames, with SMART indicators.
  - Ensure that MEAL is fully integrated into CORE's business development while bidding for funding.
  - Ensure the proposal budget sets aside sufficient funding for MEAL activities such as Baseline, midterm, and End line and eventually lesson-learned workshops for close out.
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## **Communication**

- Produce reports on M&E findings and prepare presentations based on M&E data as required.
- Provide managers with M&E information and tools as required.

- Create/organize discussion about monitoring data in an appropriate forum within J/PHRO in a timely fashion manner in terms of implication for future actions.

## **Additional job responsibilities**

The duties and responsibilities as set out above are not exhaustive and the role-holder may be required to carry out additional duties within the reasonableness of their level of skills and experience.

## **Candidate profile**

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### **Qualifications**

- University Degree in the field of statistics, planning, economics, Agro economist or related field is required, and computerized information system control or relevant field expertise is preferred.
- At least 5 years of relevant experience are required.
- Database analysis capacity and excellent knowledge of pivot table design and graph interpretation.
- Strong capacity to organize and design log frame matrix contents based on donor templates.

### **Expériences and skills**

- Significant experience in undertaking MEAL-related roles in both development and humanitarian context.
- Education at bachelor's to Master's (MSc) level in a relevant subject or equivalent field experience.
- Technical expertise in various statistics software namely SPSS, power BI, kobo collect, ODK collect CommCare.
- Excellent capacity to work with Microsoft Office (Access, Excel, Word, Visio).
- Good skills in English, French, and creole are required.
- Proven skills in programming systems and workflow.
- Experience in working through systems of community participation and accountability, including disabilities person participation.
- Demonstrated strong monitoring and evaluation skills, including planning /participating in evaluations.
- Demonstrated ability to produce high-quality analysis, both quantitative and qualitative.
- Experience in supporting the preparation of successful funding proposals for donors.
- Ability to write well-argued assessments and project reports.
- Excellent communication and influencing skills.
- Politically and culturally sensitive with qualities of patience, tact, and diplomacy.
- The capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances.

### **Behaviors**

The holder of this position should be able to:

- Uphold best practice and standards regarding sex, age and disability disaggregated data collection and analysis.

- Train colleagues and partners on age, gender, and diversity mainstreaming across monitoring, evaluation, accountability and learning.
- Mainstream protection across monitoring, evaluation, accountability and learning systems, tools, and activities
- Collaborate in after action review process.
- Regularly analyze monitoring data with program staff to inform adaptations in implementation for inclusion, access, and safety of beneficiary communities.

## Working Conditions

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- Availability to undertake frequent field missions, including in remote or hard-to-reach areas.
- Ability to work in complex security and humanitarian contexts.
- Compliance with the organization's protection, security, safeguarding, quality policies, and internal procedures.

## Equal Opportunity

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CORE provides equal employment opportunities to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, or any other protected characteristic. We are committed to building a diverse and inclusive team that reflects the communities we serve. Haitian nationals and candidates with lived experience of the Port-au-Prince context are strongly encouraged to apply.

## How to apply

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If you believe your qualifications meet the requirements, please submit applications in one document to the Human Resources Department to: [hrstaffing@jphro.org](mailto:hrstaffing@jphro.org). The deadline for submission of applications is July 14, 2026, at 16h00.

Please kindly consolidate all these documents into a single file:

- Your resume
- A cover letter explaining your suitability against the essential criteria in the job profile
- Copy of diplomas

**Only selected candidates will be contacted for interviews**