



JOB DESCRIPTION

Job Title:	Monitoring, Evaluation, Accountability, and Learning (MEAL) Manager
Job Location:	Port au Prince
Reporting to:	Director of Programmes
Start Date:	September 2025
Contract Length:	6 months, renewable

General Description

GOAL is an international humanitarian aid agency operating in 13 countries in the Middle East, Africa and Latin America. Last year, it reached more than six million people in need through nutrition, health, livelihoods and emergency response programmes.

GOAL Haiti:

GOAL intervenes in Haiti mainly in vulnerable neighbourhoods in the metropolitan area of Port-au-Prince and Jérémie. Since its arrival in Haiti in 2010, GOAL has been helping the most vulnerable people affected by disasters. Today, GOAL is in a phase of strategic transition between emergency, rehabilitation and development. GOAL's new Community Development Programme is based on 4 central pillars: ▪Urban Planning-Building Back Better (through training and campaigning) ▪Resilience ▪ Community Disaster Risk Reduction and ▪Economic Development in all its programmes. GOAL takes an approach based on community engagement and participation.

Summary of Position:

The MEAL Manager will provide strategic oversight and leadership combined with technical expertise to ensure that GOAL's MEAL systems are implemented effectively and are agile and fit for purpose as Haiti programme evolves. S/he will be the focal point in the programme for all aspects of MEAL. A key part of the role will be capacity building and remote support to the MEAL team, as well as for GOAL's partner organisations. S/he will be tasked with identifying strategic learning goals in collaboration with GOAL's programme and MEAL teams while ensuring that they are harmonised with learning priorities at GOAL HQ. Advocating for accountable programmes will be key to this role which should ensure evidence-based programming and donor compliance.

Duties, objectives and competencies

Leadership and Management

- Manage assigned MEAL teams and oversee the performance of team members.
- Coordinate and oversee the MEAL work of the GOAL Haiti response, including efforts around alignment of data management structures, systems and instruments.
- Lead Learning Review Consultations & Workshops with key stakeholders in GOAL Haiti's programmes.
- Ensure the proper implementation of GOAL's performance management system for direct reports, including individual and project planning, regular feedback, coaching and mentoring, mid-term reviews and annual performance appraisals.
- Lead the development of job descriptions and management structures for the MEAL team.
- Ensure appropriate MEAL budgets are developed and spending is in line with those budgets. Ensure the Program Director is flagged on any issues and spending concerns.
- Provide capacity building, technical support and training to MEAL and Programmes teams, including partnering organisations on MEAL systems, processes and practices.
- Act as the main point of contact for MEAL with donors.
- Represent the needs and priorities of MEAL at internal and external venues as needed for the production of high-quality and actionable outputs of the MEAL systems.

Support to Program Quality

- Lead on development and updating of Monitoring Frameworks, guidelines, and SOPs, bringing together tools and outlining systems.

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- Design data collection tools, design and coordinate surveys to support monitoring and evaluation of GOAL programming. Ensure that MEAL findings are channelled back to key programme staff to allow for programme design modification and adjustments, as necessary.
- Work closely with GOAL's HQ MEAL team to disseminate learning products within and outside the organization.
- Design MEAL data management products to support programme implementation and decision making (i.e. document/content management, communication channels, Power BI dashboards & GIS, etc.).
- Conduct systematic data quality audit checks for GOAL and ensure tools and reporting mechanisms are reviewed and updated to meet programme needs.
- Feed into the overall programme strategy, providing data and analysis as required for strategic purposes and new programme design, including proposal development.
- Work with the Protection and Safeguarding Manager to ensure that GOAL Haiti's monitoring approaches and tools are designed to be inclusive as well as enabled to support gender analyses at various stages of the project cycle including at needs assessment phase.
- Continuously look to incorporate new tools and technologies to capture learning. Collaborate with the wider MEAL team to ensure that learning tools are embedded into existing processes and practices.
- Ensure that learning capitalisation processes are supported through analysis of relevant program data and presented using suitable data visualization techniques to support the evidence-based decision making for program development and planning purposes.
- Craft strategic learning briefs and write high level reports, highlight success stories, support the communication of program impact/overall results, targeting a variety of external audiences including, donors, and partners.
- Support the Programme Director on internal research initiatives for GOAL Haiti and represent country mission on all external research initiatives that involve the region/HQ.
- Develop or update MEAL plans and ensure that routine project monitoring takes place on time.
- Coordinate, supervise and review all assessments, evaluations, and research, and ensure prompt analysis and dissemination among stakeholders.
- Ensure that all grant proposals and reporting include solid MEAL components and work with the Programmes teams to develop appropriate logframes and indicators.
- Continue to develop and improve on GOAL's independent monitoring systems meant to ensure accountability, both to beneficiaries and to donors.
- Ensure that Lessons Learned generated from MEAL activities are tracked and addressed and ensure participation of the MEAL team in Programme Review and Planning meetings. Undertake additional roles requested by the Director of Programmes.
- Oversee the reporting of GOAL Global and country indicators through ensuring quarterly and timely reporting of indicators on the SCORE system and ITT.

Partners Engagement

- Ensure standardization of M&E tools used by GOAL and Partners, including monitoring tools, SoPs, Data Aggregation tools and guidelines. Lead on training and orientation sessions conducted to ensure harmonization of application.
- Provide capacity building, technical support, and training to GOAL's local partners on all areas of M&E, Accountability and Learning.
- Lead on the process of Data Quality Audits for GOAL Partners and ensure documented results and recommendation are shared with Partners.
- Review GOAL Partner M&E products and provide technical feedback as needed.
- Establish and lead learning capture processes with GOAL partners, including facilitating regular forums to discuss lessons learnt, and their application to future programme design.
- Coordinate donor communication with the partners as needed.

Requirements (essential)

- Bachelor's degree in any of the following: Social Sciences, Information Management, Development Studies, or relevant discipline.
- A minimum of five (5) years' experience with MEAL activities for humanitarian programming.

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- A minimum of three (3) years' experience in managing staff. Experience with distance/remote management a plus.
- Strong knowledge of and demonstrated practical experience (at least three (3) years) of M&E methodology (particularly appropriate quantitative and qualitative participatory research methods), data analysis and report writing.
- At least three (3) years' experience with MEAL systems of multi-grants/donors.
- At least three (3) years' experience in monitoring of multi-sectoral programming.
- Experience leading MEAL systems, processes, and attaining quality results with partner organizations
- Proven capacity to build the MEAL skills of colleagues, partners, and community members.
- Confident presentation and facilitation skills, proven record in provision of trainings a plus.
- Advanced skills with MS Office (particularly Excel).
- Ability to work under pressure, with minimum supervision.
- Excellent oral and written (English & French) communication skills

Requirements (desired)

- Understanding of database design is desirable.
- Proven experience in digital data collection and good command of commonly used software (ODK, Collect, CommCare, etc.)
- Knowledge of statistical software packages, such as MS Access, SPSS, Stata.
- Knowledge of Sphere and Core Humanitarian Standards.

Requirements: GOAL Competencies

- **Communication:** Skilled communicator and ability to work effectively across multiple cultures, including remotely.
- **Adaptability and flexibility:** Ability to manage a large workload and multiple tasks in a fast-paced environment with tight deadlines, and to continually re-prioritize multiple tasks in response to new information.
- **Work style:** Highly organized team player, proactive and with demonstrated strong personal initiative and interpersonal skills.

Please send your resume, copies of your diplomas/certificates, cover letter, and references by email to: hrhaiti@ht.goal.ie

Emails or application files that do not include the reference mentioned below will not be processed:

- Subject: MEAL MANAGER

The deadline for submitting applications is August 29, 2025, at 14:00. After this date, no applications will be accepted.

Please note that only shortlisted candidates will be contacted.

GOAL has a Staff Code of Conduct and a Child Protection Policy, which have been developed to ensure the maximum protection of programme participants and children from exploitation. GOAL also has a confidentiality policy ensuring the non-disclosure of any information whatsoever relating to the practices and business of GOAL, acquired in the course of duty, to any other person or organisation without authority, except in the normal execution of duty. Any candidate offered a job with GOAL will be expected to adhere to these policies any job offer made is also subject to police clearance. GOAL is an equal opportunities employer.

This Job Description only serves as a guide for the position available. GOAL reserves the right to change this document. Any published closing dates are estimated. Due to the nature of GOAL's work we aim to fill vacancies as quickly as possible. This means that we will close adverts as soon as we have found the right candidate, and this may be before the published closing date. We would therefore advise interested applicants to submit an application as early as possible.