

<b>Job Title:</b> Monitoring, Evaluation, Adaptation and Learning Specialist (MEAL)	<b>Reports to:</b> Project Director
<b>Department:</b> CRS Haiti	<b>Salary Grade:</b> 10

### About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

### Job Summary:

The purpose of this position is to design, manage, strengthen, and give strategic direction to the USAID Education and Resilience MEAL system. The MEAL Specialist will provide technical expertise and leadership to generate and analyze quality evidence and data through monitoring, assessments, and evaluations. The MEAL Specialist should be a technician with demonstrated experience in building or strengthening monitoring systems, quantitative and qualitative analysis, survey, and sample design, and effectively promoting evidence-based program management, with ability and experience in remote monitoring. The Specialist will work closely with staff and partners to develop monitoring systems and tools. The Specialist will be responsible for coordinating and supervising MEAL activities. S/he will work with CRS and partner staff to build MEAL capacity for adaptive management. The Specialist should have demonstrated experience in education and youth development, participatory community governance, local advocacy, local capacity building, and/or management and use of grassroots level-generated data. Additionally, the MEAL Specialist should have demonstrated experience delivering results in a volatile environment as well as in situation monitoring and assessment. The Specialist is expected to have a high level of initiative and to use critical thinking skills to identify and fill MEAL gaps.

### Roles and Key Responsibilities:

- Provide strategic direction for the development and maintenance of MEAL systems for the USAID Education and Resilience project and the roll-out of new initiatives.
- Develop and regularly update the DFSA MEAL operating manual, covering data collection tools, data flow maps and analysis plans for program quality and donor reporting.
- Ensure that the project MEAL systems are in compliance with CRS' global and regional policies, procedures, standards and strategic initiatives and USAID MEAL and Reporting policies and guidance. Ensure the consistency of indicators and tools across all partners, sectors, and programs as appropriate, maintaining a bank of key program indicators.
- Contribute to MEAL capacity strengthening initiatives for staff and partners through helping develop learning and training strategies and agendas/curriculums, conducting trainings and workshops, and mentoring and coaching project staff.
- Support learning-to-action activities to systematically analyze data to promote adaptive management and to document and incorporate lessons learned into program design and implementation.
- Contribute to knowledge management and learning through collecting and analyzing program data, evaluating strategic projects, assisting with measuring program impact, capturing and sharing lessons learned and best practices, and research and internal reports.

- Establish and maintain relationships with donors, peer organizations, research and other institutions. Participate in forums in the area of education and youth programming to collect and share best practices and promote CRS' work.

### **Basic Qualifications**

- Master's Degree in International Development, Education, Social Sciences, or related field.
- Minimum of five years relevant international working experience in an advisory or management role with progressive responsibilities, ideally with an international NGO, with minimum of three years working for programming interventions in MEAL; seven years' relevant experience is highly preferred.
- Demonstrated application of technical principles and concepts in MEAL and USAID's Collaborating, Learning, and Adapting (CLA) framework. General knowledge of other related disciplines to ensure proper cross-sectoral approach.
- Experience in mentoring, coaching, facilitation and training applying adult learning principles and practices.
- Academic or working knowledge of current and rigorous social research analytic methods for measuring program and project performance
- Experience with education programming and/or other learning assessment and child development tools. Experience modifying them to accommodate learners with disabilities a plus.
- Experience and skills in networking and relations with donors, peer organizations, and faith-based and civil society partners. Understanding of partnership principles.
- Proficient in MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, information and budget management systems, knowledge-sharing networks.

**Required Languages** – English, Haitian Creole and French oral and written fluency required

**Travel** - Must be willing and able to travel up to 50%.

### **Knowledge, Skills and Abilities**

- Excellent relationship management skills with ability to influence and get buy-in from people not under direct supervision and to work with individuals in diverse geographical and cultural settings.
- Strong strategic, analytical, problem-solving and systems thinking skills with capacity to see the big picture and ability to make sound judgment
- Strong written and oral communication skills
- Strong presentation, facilitation, training, mentoring, and coaching skills
- Proactive, resourceful and results-oriented

### **Agency-wide Competencies (for all CRS Staff)**

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Integrity
- Continuous Improvement & Innovation
- Builds Relationships

- Develops Talent
- Strategic Mindset
- Accountability & Stewardship

**Supervisory Responsibilities :** TBD

**Key Working Relationships:**

**Internal:** CRS Country Representative, Head of Programs, Head of Operations, Finance Manager, CP MEAL Manager, ICT4D Manager, Education, Social Cohesion and Gender PIQA staff

**External:** Partnering organizations, USAID, Ministry of Education, other related government authorities and institutions

*\*\*\*Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

*Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.*

**CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.**

**CRS is an Equal Opportunity Employer**

**Interested candidates should send their CV, diplomas, motivation letter. Subject should contain "Monitoring, Evaluation, Adaptation and Learning Specialist (MEAL) "**  
**E-mail address: [haiti.recruitment@crs.org](mailto:haiti.recruitment@crs.org)**