



## **JOB ADVERTISEMENT**

**JOB TITLE:** Monitoring, Evaluation, Accountability and Learning (MEAL) Manager

**SUPERVISOR:** Country Director

**LOCALISATION :** Port-au-Prince, Haïti

**SCHEDULE:** 40-48 Hour per week

**CLOSING DATE:** November 18, 2022

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World Relief (WR) is an international non-governmental organization with offices in 20 countries in Africa, Asia, the Caribbean, and the Middle East. WR's mission is to mobilize the church to serve the most vulnerable, and WR works through churches and other community groups in the areas of health and nutrition, agriculture, savings, water, sanitation and hygiene, and peacebuilding, both in relief and in development capacities. World Relief has been operating in South Sudan since 1998.

### **POSITION SUMMARY**

#### **MAJOR RESPONSIBILITIES**

##### **Ensure quality monitoring and evaluation, including setting-up and supporting and monitoring all related matters**

- Establish and maintain a function monitoring and evaluation system in the Country Office (for Corporate, private and grant-funded projects);
- Analyse monitoring and evaluation data at national level and provide support at the field level;
- Share and promote utilization of monitoring and evaluation tools and best use of data for informed decision making;
- Prepare, Coordinate and facilitate all M&E events (including and not limited to project designs, baseline survey, mid-term evaluation, final evaluation, lessons learnt, exit strategy and project reporting);
- Develop and review terms of reference; Scope and other grants baseline surveys and evaluations; Coordinate recruitment and manage contractors/consultants; Facilitate baseline and evaluation planning;
- Develop/adapt or review data collection/ measurement tools; Support quality in data collection; Analyse and interpret data; Ensure sharing and utilization of findings; Ensure collected data is properly stored and well managed;

##### **Support development and management of accountability structures and systems for projects and grant-funded projects.**

- Support the development of Accountability Systems and Procedures including (Complaint Response Mechanism (CRM));
- Coordinate feedback and complaints collation, analysis, reporting, utilization and appropriate response to beneficiaries;

- Support Programme Quality Self Review (PQSR) tool findings are analysed;
- Support WR various sectors Scorecards data collection and reported including, adult Safeguarding Annual Report action plan implementation etc;

**Ensure that collected data and findings from across the regions and grant-funded projects form a coherent basis for analysis of outcomes and impact which promotes learning and knowledge creation for the country Office.**

- Ensure that data brought together and findings from across WR Haiti operational zones provide a coherent basis for analysis of impact which promotes learning and strategy development for the whole organization.
- Managed monitoring and improving the synergy and integration to enhance delivery of sustainable results for the vulnerable served communities.
- Communicate top level learning / analysis reports and monitoring data to ensure Country Office Leadership is able to make informed decisions on a timely basis.

**Manage, mentor and facilitate the development of all staff in MEAL capabilities and especially MEAL staff;**

- Manage MEAL department, forming a solid team identity within the organization and creating cohesion between team members working in different geographic areas;
- Oversee the recruitment of appropriate MEAL staff;
- Manage the MEAL team to ensure that the MEAL system is functional with the support and resources required and that there are clear links and reporting lines between field and head office level and between MEAL department and other departments;
- Support the MEAL team progress on specific projects, providing management oversight on progress and problem-solving in case of challenges;
- Define expectations, provide leadership and technical support as needed so that MEAL department staff are able to perform their roles as required;
- Manage the performance of direct reports through performance management, coaching, mentoring, training and development.
- At the organizational level, devise and manage a MEAL training programme with the goal of increasing capacity and awareness of MEAL for all staff.

**Contribute to Country Office strategy development and its alignment to Forward Together Strategy.**

- Participate in Country Office strategy development process; Standardize measurement to track progress towards strategy using Country Strategy Implementation Plan (CSIP);
- Facilitate strategy monitoring including gathering monitoring data for Annual Strategy Review (ASR); Share and use monitoring and evaluation data at national level to inform strategy implementation;

**Ensure implementation of WR Theory of Change (ToC)**

- Contribute to ToC and other key development documents and verify their alignment Country Office strategy;
- Ensure all approved key documents are uploaded in a safe and well managed database;
- Contribute to the partners mapping at central and regional level;

### **KNOWLEDGE/QUALIFICATIONS FOR THE ROLE**

- More than 5 years proven record of monitoring, designing and leading surveys, carrying out basic data analysis (central tendency, cross tabulations) esp. for indicators relating to development and humanitarian sectors (education, nutrition, wash, health, nutrition, food security, livelihoods, child development and protection, gender, GBV, disaster risk reduction, etc.).
- Bachelor's degree in development studies, economics, public health, agriculture or in the fields suitable for development
- Master's degree in development studies, management, public health, economics, agriculture, statistics or in the fields suitable for development is preferred.
- Knowledge of development and humanitarian programming principles; leadership especially on people management, leadership, coordination, planning, facilitation skills;
- Fluent in writing and speaking English and French
- Designing and leading the surveys and analysis; Statistical sampling techniques;
- Analysis of data using SPSS or STATA or Spreadsheet and Basic principles on Programme Accountability

### **HOW TO APPLY**

Please send your applications to the following email address: [wradmin@wr.org](mailto:wradmin@wr.org) with “**Monitoring, Evaluation, Accountability and Learning (MEAL) Manager** ” in the subject line. Attach the following documents: Cover letter, Curriculum Vitae, Degree & Certificates obtained.