

## **JOB OPENING INTERNAL/EXTERNAL**

**J /P Haitian Relief Organization is looking for a:**

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

---

**Position Title** : Monitoring, Evaluation, Accountability, and Learning (MEAL) Manager

**Supervisor** : Program Director

**Location of Position:** SOUTH

**Issue Date** : January 2023.

---

#### **Description**

J/P Haitian Relief Organization (J/P HRO) is currently operating in Haiti with the label Community Organized Relief Effort (CORE) and seeks to strengthen its staff in two programmatic sectors located in Grand'Anse and the Nippes Department.

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. H/ 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. H/ 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.

#### **Core functions and Responsibilities:**

- **Setting up systems.**
  - a) 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.
  - b) Develop baseline data for the project component and indicators, as well as necessary data collection and other MEAL tools, and build staff capacity in their use.
  - c) Develop appropriate monitoring tools, including Quality Benchmarks for key activities, and ensure tools are programmed in KoBo Toolbox and widely accessible.
  - d) Administer and Maintain J/P HRO's MEAL database, analyze and aggregate inputs (Manage technical MEAL software such as Salesforce, and Taro works, and provide technical assistance to program staff in their use).
  - e) Review the quality of data collected, the methods of collection, and coordinate the updating of indicators in the database to enable the fulfillment of reporting obligations to donors.

- f) Review existing approaches and management information systems and propose/make required changes, support, and resources.
- g) Assist in the revision of program log frame matrices, particularly in the areas of performance indicators and their measurement. And provide technical support for field research/surveys.
- h) Help in the rollout of the MEAL framework, the technical quality of MEAL processes, and working closely with the Project directors of each program for guidelines and goals to reach.

➤ **MEAL Components - Implementation of M&E and coordination**

- a) Design and develop MEAL plans and Indicator Performance Tracking Tables (IPTTs) for all new projects and programs.
- b) Provide technical support to all programs and projects that will require MEAL support.
- c) 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.
- d) Identify areas where technical support to project staff and partners is required. Develop and organize training, and refresher training on M&E as required.
- e) 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.
- f) Ensure monitoring data is analyzed and used for decision-making through action plans.
- g) Provide technical support and quality assurance in the development of Terms of Reference for baselines, evaluations, assessments, and studies.
- h) Provide technical support and quality assurance to the management of external consultants for final evaluations of Work.

**A) Accountability**

- a) Designs appropriate and inclusive accountability mechanisms for varied population groups, including those with special needs.
- b) Produce analysis of feedback and reports monthly and circulate findings, to help inform decision-making and improve program quality.
- c) 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.
- d) Ensure that Feedback and reports are handled in line with the Feedback Handling Standard.
- e) Ensure key findings from the accountability system are shared with management on a regular reporting process and feed into proposal design.

## **B) Learning**

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

### ➤ **Proposal Development:**

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

### ➤ **Communication**

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

### **Qualifications:**

- ✓ University Degree in the field of statistics, planning, economics, 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.

### **Experiences and skills**

- ✓ Significant experience in undertaking MEAL-related roles in both development and humanitarian context.
- ✓ Education to MSc/MA/MEng level in a relevant subject or equivalent field experience.
- ✓ Technical expertise in various statistics software namely SPSS, Econometric Views (EViews), and Salesforce (preferable)
- ✓ Excellent capacity to work with Microsoft Office (Access, Excel, Word, Visio)
- ✓ Good skills in French, and creole are required, and some professional English skills (are also 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 an assessments-argued 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

### **How to apply**

If you believe your qualifications meet the requirements, please submit applications in one document to the Human Resources Department to: [hrstaffing@jpbro.org](mailto:hrstaffing@jpbro.org) no later than February 17th, 2023, at 4:00 pm. All qualified and selected candidates must be on board in March 2023.

- 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.**