

Job Description MEAL Officer

1. Setting up the system:

- Plan for MEAL activities in the budget
- Assist in the development and revision of the project log frame matrix, particularly in the areas of performance and key indicators and their measurement;
- Develop overall MEAL project framework and Monitoring Plan with relevant data collection systems.
- Review the quality of existing data in the project areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.
- Develop baseline data for each project component and for all project indicators.
- Review with existing partners their MEAL approaches and agree on any required changes, support and resources.
- Develop a plan for project-related capacity-building on MEAL and for any computer-based support that may be required.
- Organize and undertake training with collaborating partners on MEAL as required.

2. Implementation of MEAL and coordination:

- Facilitate data collection on a regular basis to measure achievement against the performance indicators.
- Check data quality with partners and clean data if required
- Maintain and administer the MEAL databases; analyse and aggregate findings.
- Support external consultants and staff in project progress reporting, baseline, project mid-term review, final evaluation and impact assessment
- Identify areas where technical support to project partners is required.
- Identify lessons learned and best practice to improve project design and implementation
- Develop and implement feedback and response mechanism
- Ensure deployment of participatory approaches in MEAL

3. Communication:

- Share MEAL findings according to learning plan
- Assist in the production of reports and prepare presentations based on MEAL data as required.
- Provide the Project Manager with management information she/he may require.
- Check that monitoring data are discussed in appropriate forum and in a timely fashion in terms of implications for future action. If necessary, create such discussions to fill any gap.

4. Qualifications requirements:

Education: First level university degree in statistics, demographics, economics, sociology, psychology or related field. Advanced certificate in MEAL, statistics or economics preferred.

Experience:

- Minimum of three (3) years of professional experience in a MEAL position responsible for implementing MEAL activities of international development projects.
- Experience in designing, implementing, and operating project MEAL systems from project initiation to closeout stages.
- Experience in designing and managing monitoring and database systems.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, and developing MEAL and performance monitoring plans.
- Knowledge of the major evaluation methodologies (e.g. qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies.

- Experience in planning and managing surveys.
- Experience in developing and refining data collection tools esp. digital data collection tools like kobocollect etc.
- Experience with data quality assessments and oversight.
- Experience in managing and providing training to partners and staff
- Ability to facilitate and serve as project liaison for externally-managed evaluations.

Competencies:

- Good knowledge of programme implementation, monitoring and evaluation techniques and practices.
- Familiarity with impact assessment an advantage
- Good moderation, facilitation and training skills.
- Ability to perform a variety of conceptual analyses required for the formulation, administration and evaluation of projects.
- Excellent analytical skills.
- Ability to work in a team and good interpersonal skills.
- Good computer applications skills.
- Ability to build on relevant knowledge within and outside the organisation as well as actively share her/his experience and expertise with colleagues and partners.