

# VACANCY ANNOUNCEMENT

## MEAL COORDINATOR



Concern Worldwide is an Irish based non-governmental, international, humanitarian organization, dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries. Concern is currently recruiting the below post:

<b>Job Title:</b>	<b>MEAL Coordinator</b>
<b>Reports to:</b>	Program Director
<b>Direct reports:</b>	Will line manage the M&E Manager, M&E Officer, Programme Quality Officer, and Gender & Diversity Officer, in Buchanan.
<b>Liases with:</b>	and work closely with all Programme Coordinators, other programme staff, Country Director, Finance, Systems Director, HR, Desk Officer and Advisors in HQ.
<b>Job Location:</b>	Buchanan, Grand Bassa County
<b>Contract Details:</b>	Fix term
<b>Salary</b>	Grade 1, Level 1 of Concern Worldwide Liberia Salary Scale
<b>Job Purpose:</b>	<p>You will manage the MEAL team to ensure high quality programming and learning through quantitative and qualitative monitoring and accountability to beneficiaries of Concern's programmes. You will coordinate the implementation and maintenance of the country program learning agenda. You will also support the Programme Director on efforts to better integrate crosscutting issues, particularly gender equality, in our programmes as well as internally as an organisation.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>Main duties &amp; Responsibilities:</b>	<p><b>1. Supporting Programmes on Planning, Monitoring and Evaluation</b></p> <ul style="list-style-type: none"> <li>• Revise and update Concern's MEAL Strategy for Liberia, including standard protocols, procedures and modes of engagement for different points in proposal development, the project cycle, and for interventions in different sectors.</li> <li>• Provide technical advice and supervision for conducting research on new programme proposals and support the preparation of project concept notes, proposals, logical frameworks in line with Concern's Results Based Management guidelines, ensuring Concern's and/or donor's standard indicators are used consistently.</li> <li>• Participate in and actively contribute to programme coordination meetings and planning sessions.</li> <li>• Advising programme teams and partners to ensure M&amp;E plans are in place and followed and that reporting templates are up-to-date, effective and appropriate.</li> <li>• Support the design of surveys for on-going interventions, liaising as necessary with Concern's Programme Approaches Learning Unit (PALU) team and technical advisors in Dublin.</li> <li>• Support the establishment of monthly project achievement review meetings to keep senior staff and programmes staff aware of targets and achievements according to the project log frame.</li> <li>• Review and revise M&amp;E reports providing feedback and quality assurance on data</li> </ul>

analysis and writing before sharing to external parties. This includes supporting programme teams in the writing of donor reports.

- Act as focal point and work cooperatively for the planning and implementation of M&E activities throughout the programme cycle (baseline, midline, endline, evaluation) of Concern, partners and consortium members.
- Document, advise and implement learning on M&E tools and strategy being fully incorporated into programme design.
- Strengthen links with M&E departments in other NGOs through effective and on-going coordination, information-sharing and results dissemination at regional level and national level.
- Research and advise on up to date monitoring and evaluation techniques, including remote quality control measures, in line with programme and MEAL objectives.

## **2. Accountability**

- Promote accountability and ensure compliance with the requirements of Code of Conduct and its associated policies Anti-Fraud Policy and Core Humanitarian Standards (CHS), ensuring the effective functioning of the Complaint Response Mechanism (CRM) to ensure maximum protection of programme participants and the efficient and transparent use of Concern's resources.
- Advise on the establishment and maintenance of proper feedback mechanisms in line with accountability standards, including refining digital feedback mechanisms for beneficiaries.
- Support programming and field staff to ensure that projects are designed and carried out with participation from communities and that information is shared with affected communities.

## **3. Information Management**

- In conjunction with programme teams, design remote management data collection tools including use of Digital Data Gathering tools
- Contribute to donor reports on project deliverables
- Improve the storage and dissemination of information within the programme.
- Advise on appropriate data collection technologies, including database storage and management.

## **4. Learning**

- Ensure that all assessment/evaluation reports meet Concern and DAC criteria, and promote the integration of recommendations and lessons learnt in project planning and future programming.
- Advise and support MEAL team implementation of programme assessment, surveys and evaluations.
- Ensure learning reviews are conducted and documented for all projects, appropriate to length, scale and complexity.
- Lead on operational research components connected to programme implementation

## **5. Partnerships**

- Work with the MEAL departments of Concern's local partners to ensure effective monitoring systems and tools are in place, which address indicators set out in project proposals and partnership agreements. Provide technical advice and support where needed.

	<ul style="list-style-type: none"> <li>• Ensure that learning from partnership projects is systematically captured and shared between partners.</li> </ul> <p><b>6. Capacity Building</b></p> <ul style="list-style-type: none"> <li>• Lead and advise MEAL and programmes staff, contributing to their capacity building and career development.</li> <li>• Line manage and coach all team members to ensure they fully understand outcomes which are expected of them, through Concern’s Performance Development Reviews system (PDR’s).</li> <li>• Capacity building of national project staff and partners with updates on training materials and technical knowhow.</li> <li>• Build the capacity of the M&amp;E team and wider programme team in the collection and analysis of quantitative and qualitative data, including the organisation of training seminars.</li> <li>• Ensure team members are aware of core Concern policies and procedures relevant to their work, and with the support of others, carry out regular briefings on these policies, including the Code of Conduct and its Associated policies, security management, accountability. Contribute to the implementation of these policies.</li> </ul>
<p><b>Qualifications Education/Training</b></p>	<ul style="list-style-type: none"> <li>• Preference for a Master’s level degree in development studies, social policy or a related subject, but consideration will be given to candidates with a related undergraduate degree and previous experience working at management level on MEAL.</li> </ul>
<p><b>Person specification:</b></p>	<p><b>Required</b></p> <ul style="list-style-type: none"> <li>• Experience in remote management</li> <li>• Experience working in Field</li> <li>• A strong understanding of Gender programming</li> <li>• A background in operational research</li> <li>• Experience of working with partners.</li> <li>• Knowledge of Core Humanitarian Standards, Sphere and Core Humanitarian Standards (CHS).</li> <li>• Strong interest in the application of Information and Communication Technology to MEAL</li> <li>•</li> </ul> <p><b>Work related experience and knowledge</b></p> <p><b>Required</b> This position demands a highly organised and dynamic individual with a demonstrated ability to achieve results in a demanding environment.</p> <ul style="list-style-type: none"> <li>• Previous experience in M&amp;E of humanitarian and development programmes and strong understanding of M&amp;E principles and processes, including database management, reporting etc.</li> <li>• Demonstrable experience in the nurturing of organisational learning in programmes.</li> </ul>

- Strong facilitation and training skills with diverse audiences of NGO practitioners.
- A strong understanding of the management of knowledge within NGOs or development organisations and an ability to link this to system development.
- Ability to work effectively with and contribute to multidisciplinary teams and provide team leadership as required.
- Strong understanding of research methodologies and the nature of evidence, which will influence key decision makers in the area.
- Demonstrable understanding and knowledge of inequality, rights related to development and emergency contexts, gender inequality, analysis and prevention and response to Gender Based Violence.
- Computer literate with Microsoft Office, Outlook, Excel and Word.

**We also value the following special skills and aptitudes:**

- Proven ability to work in and live in isolated areas
- Excellent English communication skills, both verbal and written.
- Respectful of security rules.
- Dynamic and willing to take initiatives to complete assigned task, and work independently.
- Strong leadership skills and ability to manage change effectively.
- Delegation, time management and prioritizing skills and coping with broad range of demands
- High level of critical thinking and proven high quality analytical skills and problem solving abilities.

**How to apply:** Please submit a cover letter, along with a copy of your CV (**maximum 5 pages**) giving active day time contacts, names and addresses of three (3) work related referees with three professional e-mail addresses not later than **4:00 pm on Friday January 8, 2021** addressed to the HR Department, Concern Worldwide – Liberia, 3rd Floor, Urey Building, Congo Town, Monrovia or at Sugar Hill OTIS SPOT, Buchanan City, Grand Bassa County. Alternatively, you may send your application by email to [liberia.hr@concern.net](mailto:liberia.hr@concern.net) with the position applying for in the subject line. No hard copy will be accepted. Only shortlisted candidates will be contacted.

**Concern Worldwide is an equal opportunity employer. We welcome applications from all sections of the society. While all applicants will be strictly assessed on their individual merit, qualified women are particularly encouraged to apply.**

*Concern has Code of Conduct and its Associated polies which include Programme Participant Protection Policy, Child safeguarding policy and Anti Trafficking on Human which have been developed to ensure the maximum protection of programme participants from exploitation and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organization, and the standards of behaviour expected of them. In this context staff have a responsibility to the organization to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Code of Conduct and its associated policies as an appendix to their contract of employment. By signing the Code of Conduct and its associated policies candidates acknowledge that they have understood the contents of Code of Conduct and its associated Policies and agree to conduct themselves in accordance with the provisions of those documents.*

Line Manager's name	Signature  Date
Employee's name	Signature  Date

