

## JOB ADVERT

### Monitoring, Evaluation, Accountability, & Learning (MEAL) Manager

Created in 1979, Action Against Hunger is one of the major actors in fighting hunger operating in around 50 countries around the world. Action Against Hunger is operating in Liberia since 1990 following the first Civil War, and has become one of the main humanitarian and development actors in the country focusing on nutrition, health, mental health and psychosocial support (MHPSS) as well as food security and livelihoods (FSL), water sanitation and hygiene (WASH), and advocacy to address the underlying and root causes of nutrition insecurity. Action Against Hunger's work in Liberia has evolved significantly over the years from emergency response to longer-term development, aiming at ensuring the provision of nutrition services within the health system; promoting and implementing FSL and WASH interventions; and developing strong partnerships with local civil society and national NGOs as well as the Government of Liberia. Through the years, Action Against Hunger has developed a strong acceptance within the communities in the areas of interventions. Action Against Hunger Country office is located in Monrovia. We are a small team that aim to grow fast.

#### I. Summary of position

We are seeking a highly motivated and experienced professional to join our team as the **Monitoring, Evaluation, Accountability, and Learning (MEAL) Manager**. The successful candidate will be responsible for coordinating, updating, and monitoring the Country Office's MEAL strategy. She/ He will bring significant experience and fresh ideas to lead and support Action Against Hunger Program Managers and implementing partners on MEAL system design, implementation, and review. Additionally, the ideal candidate will support the learning component of all projects implemented by Action Against Hunger in Liberia. She/ He will ensure that program teams are supported in high-quality, effective, and appropriate data collection, data cleaning, and data analysis for monitoring and evaluation purposes. She/ He will be responsible for rolling out the Country Office's Accountability policy, including the operationalization of the Feedback and Complaints Mechanism. The post holder will also develop and update Liberia programmatic progress dashboard for review by the Country Director and Programs Coordinator to support the monitoring of Action Against Hunger's 2021-2015 Country Strategy.

#### II. Key job responsibilities

##### ***Mission 1: She/ He establishes and operationalizes Action Against Hunger's Country MEAL framework***

###### *Some specific tasks will include:*

- *Developing, adapting, or updating Action Against Hunger's MEAL guidelines and tools,*
- *Ensuring coherent and correct application of MEAL guidelines and policies within the MEAL department and across the organization,*
- *Providing technical support to program teams in the development and roll-out of project-specific MEAL plans*
- *Providing technical support to implementing partners when needed,*
- *Supporting the recruitment, capacity building and management of qualified staff to carry out regular MEAL functions*

##### ***Mission 2 (Monitoring and Evaluation): Coordinate and support all monitoring and evaluation activities.***

###### *Some specific tasks will include:*

- Undertake regular field visits to support the implementation of MEAL, to identify milestones and challenges and suggest adaptations when needed.
- Centralize and compile information on the performance of the projects implemented in the mission and share it monthly with the country coordination team
- Develop and update Liberia programmatic progress dashboard to support the monitoring of Action Against Hunger's 2021-2015 Country Strategy
- Organize and carry regular program MEAL reviews of the project progress against the targets, communicate to the program team of any deviation of the targets, provide clarity on how such need to be improved.
- Provide technical support in the definition and use of appropriate methodologies in the conduct of assessments and ensure the review/validation of all assessment reports.

**Mission 3 (Data management): Ensure quality and efficiency of data collected.**

Some specific tasks will include:

- Manage Kobo platforms for the mission; lead on roll-out of mobile data collection within the Mission, to include training, troubleshooting, and support for Kobo use in the field,
- Support survey process and quality review of data from surveys (e.g. KAP, SMART, SQEAC, NCA, PVCA, baseline/endline), Post-Distribution Monitoring and mapping exercises as needed,
- Facilitate the analysis by producing visual summaries (maps, graphs),
- Provide technical support to the MEAL team in conducting data quality assessments,
- Provide permanent support for the use of data management tools, make corrections and provide regular feedback to improve their utilization.

**Mission 4 (Accountability): Roll-out the Country Office's accountability framework and feedback and complaint mechanism.**

Some specific tasks will include:

- Roll-out and manage Action Against Hunger's Feedback and Complaint Mechanism to ensure program accountability towards the project stakeholders at all levels
- Monitor and report on the accountability to the affected people, community and other stakeholder feedback and participation throughout the implementation period
- Contribute to the improvement and harmonization of accountability tools
- Facilitate training for staff, partners and local structures on accountability, quality and community engagement

**Mission 5 (Learning): Document and disseminate good practices to improve learning within the Country Office.**

Some specific tasks will include:

- Provide technical support to MEAL and program teams in the design or adaptation of tools to collect and manage information generated by the learning initiatives
- Facilitate and centralize documentation of lessons learned, best practices and case studies produced in the mission for internal and external sharing.
- Organize and coordinate mid-term reviews, learning workshops, review of program work plans with program teams and heads of technical departments

**III Supervisory Responsibilities**

- MEAL Staff

**IV. QUALIFICATIONS & Experience**

- Bachelor of Arts/ Science (or higher) in International Relations/Affairs, Humanitarian Affairs, International Development, Public Health, Monitoring and Evaluation, Statistics, Epidemiology, Demography or related field



- Minimum 5 years relevant work experience in a similar role
- Good quantitative analysis skills (experience with statistical software, especially SPSS, EPI Info, ENA for SMART, and/or Stata)
- Excellent proficiency and experience using Excel, one or more statistical software packages (e.g. Epi Info, SPSS, Stata, R, Sphinx, etc.), of information management systems and data visualization applications (e.g. Power BI, Tableau, etc.).
- Solid knowledge of the Logical Framework approach
- Ideally knowledge of Action Against Hunger intervention sectors: Health & Nutrition, WASH, Mental Health & Psychosocial support, Food Security & Livelihoods

**V. REQUIRED COMPETENCIES AND SKILLS:**

- Proficiency with Open Data Kit (ODK), Kobo Toolbox and/or other mobile data collection tools (Commcare, DataWinners, ONA)
- Proficiency in the use of quantitative, qualitative and mixed methods in conducting surveys.
- Proficiency in the use of geographic information processing software is a major asset (e.g. QGIS, ArcGIS, etc.)
- Excellent communication, writing and analytical skills
- Diplomacy and good interpersonal skills, with the ability to remain calm under pressure and not lose sight of strategic priorities.
- Willingness and ability to travel to program areas
- Ability to prioritize, perform multi-tasking and deliver on time

**VI. Remuneration package**

**Anticipated starting date:** November 1, 2023

**Contract length:** 12months renewable based on funding and performance

**Location:** Monrovia, with frequent travels to other Action Against Hunger intervention areas

**Basic Salary:** \$1,579

**Transportation allowance:** \$135

**Education Allowance:** \$90

**Medical Insurance:** staff and four dependents inclusive of spouse

**HOW TO APPLY:**

If you are passionate about program quality, data management, accountability and if you want to have a positive impact through data, we would love to hear from you. Please submit your CV, a cover letter highlighting your relevant experience, your vision for the role, academic credentials and names of three (3) professional referees by email with the position title: **Monitoring, Evaluation, Accountability, & Learning (MEAL) Manager\_003** clearly stated in the email subject line to:

[recruitment@lr-actionagainsthunger.org](mailto:recruitment@lr-actionagainsthunger.org) no later than **Wednesday 5:00pm, October 4, 2023.**

Action Against Hunger is committed to diversity and inclusion within its workforce, and encourages all competent persons, irrespective of gender, religious and ethnic backgrounds, including persons living with disabilities, to apply and become part of the organization. Action Against Hunger has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of Action Against Hunger, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination.

Action Against Hunger is an equal opportunity Employer. Qualified women are particularly encouraged to apply.