



JOB VACANCY

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

Duty Station: Monrovia

Reports To: Senior Programs Manager (SPM)

Contract Duration: January 2, 2024 – December 31, 2024

MISSION STATEMENT

Samaritan's Purse is a nondenominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet the needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ. The organization serves the Church worldwide to promote the Gospel of the Lord Jesus Christ.

JOB SUMMARY

The Monitoring, Evaluation, Accountability, and Learning (MEAL) Manager will provide strategic leadership to strengthen Samaritan's Purse Liberia (SPL) Country Program's MEAL policies and procedures. The role involves creating and maintaining an interactive system for monitoring, evaluation, accountability and learning while fostering cross-project knowledge sharing and building the capacity of both Program and M&E staff.

Key responsibilities include managing, coordinating, and leading the SPL monitoring, evaluation, and accountability staff and activities at both the Country Office and Sub Offices. The MEAL Manager will introduce innovative approaches to MEAL system implementation, budget planning, recruitment, and support for proposal development and log frame design. The role will also ensure that all SPL and partner projects meet high standards of quality, effectiveness, and appropriateness.

The incumbent will ensure that lessons learned from projects are systematically captured and applied across the country program. They will also identify learning needs and provide capacity-building for M&E and program staff in collaboration with the Senior Programs Manager. The MEAL Manager must demonstrate strong self-initiative and critical thinking skills to identify and address gaps in MEAL systems, enhancing the monitoring and accountability efforts of SPL programs in Liberia.

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The MEAL Manager will guide SPL and partner teams in maintaining effective monitoring systems across all sectors, utilizing beneficiary feedback data to enhance the quality of interventions. **An emphasis will be placed on accountability and participation, while building staff and partner capacity in MEAL.**



Ultimately, the MEAL Manager will ensure that the program is driven by evidence-based knowledge, providing direction through regular program monitoring and assessments. Particular attention will be given to the impact of interventions on marginalized and disabled persons, with the relevant internal and external stakeholders as appropriate.

The MEAL Manager will ensure adherence to all Samaritan's Purse and external donor monitoring and evaluation policies, delivering high-quality reports in a timely manner. This includes compiling and submitting reports for regular and ad-hoc information requests from donors and Samaritan's Purse International Headquarters, ensuring accountability to both donors and beneficiaries.

DETAILED RESPONSIBILITIES AND TASKS

Monitoring and Evaluation of SPL Programs

- **Collaborate with the Senior Programs Manager** to design, establish, and maintain a comprehensive M&E framework for the Country Office, ensuring consistency across internal and external projects.
- **Oversee and coordinate** the implementation of M&E activities at the field level, ensuring that all monitoring efforts are aligned with project goals and timelines.
- **Work closely with program stakeholders** to define clear M&E frameworks and procedures for monitoring and evaluating project activities, ensuring these are effectively integrated into the project life cycle.
- **Analyze existing data** and disseminate findings to guide supplementary baseline and needs assessments in project areas, ensuring alignment **with Inter-Agency initiatives and national standards**.
- **Produce regular M&E reports** for both internal and external stakeholders, ensuring data is accurate, actionable, and used to inform future project development and strategic planning.
- **Contribute to donor proposals and reports** by providing relevant M&E and accountability input, working in close coordination with program staff to ensure compliance with donor expectations.
- **Lead qualitative and quantitative data collection**, ensuring proper data collection, cleaning, and analysis, and generate comprehensive reports that highlight results and key lessons learned.
- **Build the capacity of SPL staff** in M&E-related areas by organizing and conducting targeted training, workshops, and providing ongoing one-on-one support as needed, fostering a culture of continuous learning and improvement.

Internal Reporting

- **Ensure timely and high-quality internal reporting** for all SPL emergency and development programs, meeting internal M&E requirements, including updates to the SP international data management system.
- **Lead monthly reporting** for internal projects by verifying and validating data on monthly platform reports, ensuring project and executive reports are submitted before the deadlines.
- **Collaborate with Program Managers and staff** to develop beneficiary and community selection criteria, baseline and final evaluation tools (qualitative and quantitative), and quarterly monitoring plans that guide project progress.
- **Ensure compliance** with all internal reporting requirements set by Samaritan's Purse International, ensuring the Country Office delivers accurate and timely information.



- **Produce regular field monitoring and accountability reports**, ensuring action plans are included and followed up with, in collaboration with the Senior Programs Manager.

External Reporting and Representation

- **Ensure donor accountability** by implementing timely and high-quality MEAL activities that lead to accurate and punctual external reporting.
- **Produce high-quality analysis reports** demonstrating SPL program impact and assessment findings, highlighting best practices and replicable programs. Share these reports during relevant events and presentations.
- **Represent SPL at inter-NGO and government-level meetings** related to MEAL, promoting best practice sharing and inter-agency learning at the field level.

Program Design and MEAL Resources

- **Collaborate with the SPM, Program Managers, and Program Development Officer** to lead the creation of logical frameworks, results, and activity targets, and develop monthly reporting templates for internal, affiliate, and external programs.
- **Ensure MEAL integration** at the program design stage, ensuring it is incorporated into all proposals.
- **Ensure that MEAL resources** are included in proposal development and work creatively to secure funding from diverse sources, to ensure that MEAL is integrated in emergency and development programs sustainably.
- **Develop** data collection tools and support staff on their use to collect quality data
- **Manage the MEAL budget** effectively, ensuring resources are allocated and utilized appropriately.
- **Support additional tasks** as needed to enhance program outcomes.

Document and Share Outputs and Lessons Learned

- **Produce comprehensive reports** on M&E activities that support learning among Country Office staff and serve as reference materials for other country offices in similar contexts.
- **Document good practices** and challenges in monitoring and accountability, ensuring they are shared for organizational learning.
- **Conduct site visits** to monitor all program activities, documenting lessons learned and impact stories, and submitting quarterly reports that capture these insights.
- **Facilitate information sharing** and coordination between Project Managers, M&E staff, and other stakeholders regarding data, lessons learned, project progress, and reporting.
- **Follow up on recommendations** to ensure actions are implemented, reporting back to the SPM when discrepancies arise.

Supervisory Responsibilities

- **Lead and manage the M&E team** by planning, scheduling, and reviewing their work, providing support and approval as necessary.
- **Provide leadership by example**, sharing knowledge and skills to foster a collaborative and growth-oriented team environment.



QUALIFICATIONS

To perform this job successfully, an individual must be willing to abide by Samaritan's Purse's code of conduct and understand the principles of Samaritan's Purse's statement of faith. They must also be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Degree in international relief and development, social sciences, statistics/research methods, or related fields; may be substituted for length of experience.
- At least three years of progressively responsible and directly relevant professional experience in a humanitarian/ development context, with at least two years of direct experience in a role with M&E responsibilities.
- Proficiency in statistical software such as Excel, SPSS, Stata, or other relevant tools for data analysis and visualization.
- Extensive experience in qualitative and quantitative data collection, including sampling methodologies and data gathering procedures.
- Thorough familiarity and field experience applying principles and approaches to monitoring and evaluation in humanitarian and development contexts using both quantitative and qualitative methods.
- Experience with capacity building, and in convening and facilitating trainings and workshops.
- Excellent interpersonal skills and demonstrated ability to establish effective and working relations with local staff and other stakeholders
- Advanced Computer knowledge including Word, Excel, and PowerPoint.
- Previous experience with major donor proposal M&E requirements (USAID, WFP, EC, UN agencies preferred).
- Maintain a strong Christian witness to direct reports, project staff, beneficiaries, and the general public.

COMPETENCIES

- **MEAL in Design:** Develops logical frameworks (Proframes) and MEAL narratives for proposals, identifying key indicators of change and selecting appropriate data collection and analysis methods to measure progress and impact.
- **Evaluation:** Facilitates the use of evaluation and review results with partners and stakeholders, ensuring findings inform decision-making, enhance project design, and highlight lessons learned and promising practices.
- **Accountability:** Enhances partner participation and builds capacity in the design and implementation of MEAL systems, ensuring accountability mechanisms are integrated into all project activities.
- **Learning:** Promotes the integration of learning into project design and implementation to improve program quality and strengthen the organization's influence among external stakeholders.
- **ICT for MEAL:** Supports organizational priorities by integrating ICT solutions for data collection, management, and analysis, based on feasibility and cost-benefit analysis within specific project contexts.
- **MEAL Management:** Secures and manages human resources effectively to implement high-quality MEAL processes, ensuring staff are equipped with the necessary skills and support.

Compliance with Samaritan's Purse's mission and values



The ideal candidate must comply with Samaritan's Purse mission statement and Christian values including the Core values; *Proclaim the Gospel, Serve with Excellence, Respond with compassionate Action, Demonstrate Biblical Integrity, Walk In Bold Faith.*

How to apply: Interested applicants should send CVs and cover letter to Samaritan's Purse Office ELWA Compound, Monrovia: Human Resource Coordinator or by email to: psavice@samaritan.org and copy lroubas@samaritan.org and PTWilson@samaritan.org. Deadline for the submission of all applications is December 27, 2024 at 5:00 P.M. Only shortlisted candidates will be contacted.