

## TERMS OF REFERENCE

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

**Vacancy Code: MO-ICT-002**

**Location:** Islamabad

#### 1. Organisational Context

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Group Development Pakistan (GD Pakistan) is a Pakistani non-profit organization registered under Society's Act 1860. GD Pakistan believes in a democratic and humanistic society in which the most important stakeholders-children-are acknowledged, respected and protected from violence, abuse and discrimination. GD Pakistan follows a holistic, child focused and human rights-based approach.

#### 2. Role Summary

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The MEAL officer will assist MEAL Manager to provide a technical role in developing, implementing, and maintaining effective and appropriate Monitoring, Evaluation, Accountability and Learning systems for all programmatic activities and results at organizational level. The MEAL Officer will assume responsibility for full-cycle Monitoring, Evaluation, Accountability and Learning (MEAL) of GDP's programs, developing appropriate methodologies and tools to design and operationalization of MEAL processes. The MEAL officer will contribute in evidence-based program design and continuous improvements of program quality based on data, credible evidences, learnings, reporting process, improving information management and data quality as well as strengthening knowledge sharing and learning across the organization. The position will be based in Islamabad, Head office.

#### 3. Reporting

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**Line Manager:** The MEAL officer will report to MEAL Manager – GD Pakistan.

**Key Internal Stakeholders:** ED, Head of Finance & Operations, Program Coordinators, HR Manager & MEAL Team

#### 4. Essential Duties and Responsibilities

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The MEAL Officer will be delivering the tasks outlined in the role summary in collaboration with GDP team:

- Develop, implement, and assess monitoring frameworks for program and all projects
- Develop the overall framework for project MEAL systems in collaboration with donor and senior project staff, including requirements, reporting, baseline, midterm reviews and evaluation surveys; develop and monitor project management plan to systematically document performance
- Facilitate design of "SMART" objectives, logic models, monitoring frameworks, and evaluation plans during annual work-planning process
- Ensure the alignment of M&E activities with program goals
- Contribute to the development of annual work plans to identify project targets and ensure inclusion of M&E activities
- Maintain existing indicator tracking tools; develop additional databases and tracking tools as needed to demonstrate the effectiveness of project interventions
- Analyse data for accuracy, flag validation or quality issues, and contribute to system fixes
- Aggregate and analyse data from across GD Pakistan's information and learning processes to contribute to management decision-making and reporting
- Ensure quality and timely submission of monthly, quarterly and annual donor reports; manage preparation of additional reports as guided by MEAL manager
- Generate monthly indicator reports for tracking progress against key indicators as needed

- Conduct field visits for data validation and to monitor the quality and completeness of data sets; coordinate data collection at project sites to monitor program development and ensure timely compilation and reporting of data; capture and document lessons learned; and champion the scaling up best practices
- Provide technical leadership and support to project and partner staff in planning and implementing MEAL systems and activities, data-based program decision-making, and results reporting; provide training as needed
- Support the development, design, and writing of proposals and concept notes for related programming information management and reporting
- Create and integrate graphics in reports and information products to help visualize data in a meaningful way
- Edit content and presentation of all reporting and deliverables before submittal to ensure superior quality and professionalism
- Coordinate responses to requests for information
- Contribute to developing and reporting of project reviews, assessments, surveys, and other analytic or evaluation processes and products
- Cultivate and strengthen relationships with local partner organization, donors, private sectors partners, and national authorities
- Perform other duties as required by the line manager and executive director.

## 4. QUALIFICATIONS AND SKILLS

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- **Qualifications:** Master's degree in social sciences, Anthropology, Economics, Gender Studies, and Statistics
- **Experience and Skills:**
  - Minimum of 3 years of experience working in the field of monitoring and evaluation
  - Proven success in designing, implementing, and operating MEAL systems from project initiation to close out
  - Experience in strategic planning and performance management, including indicator selection, target setting, reporting, database management, and developing MEAL and performance monitoring plans
  - Knowledge of the major evaluation methodologies (qualitative, quantitative, mixed method, and impact) and data collection and analysis methodologies
  - Experience in planning and managing surveys and reviews, evaluations, developing and refining data collection tools, and with data quality assessments and oversight
  - Ability to handle multiple tasks simultaneously in a fast-paced environment, set priorities, and meet deadlines
  - Ability to synthesize complex information and communicate it effectively to diverse audiences; ability to design and implement efficient workflows and procedures
  - Ability to manage critical relationships with intra and internal teams
  - Fluency in English; excellent written and oral communication skills, including facilitation and cross-cultural communication.
  - Willingness and ability to travel independently up to 60%
  - Computer proficiency in Windows environment (Microsoft Word, Excel, Access, PowerPoint) and proficiency in qualitative & quantitative software like NVivo/SPSS and other related analytical software
- **Competencies**
  - The following are the key competencies required to be successful in this role
    - Time Management

- Personal relationship
- Coordination
- Professionalism

## 5. How to apply

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Interested candidates are requested to send CV and application at [hr@gdpakistan.org](mailto:hr@gdpakistan.org) not later than 10<sup>th</sup> May 2020 and clearly mentioned vacancy code and Skype ID in their CV. Women, gender-variant persons, minorities, differently abled persons who fit the criteria are encouraged to apply