



GROUP DEVELOPMENT PAKISTAN

TERMS OF REFERENCE

MEAL Officer

Vacancy Code: MEAL-ICT-001

Location: Islamabad

1. Organisational Context

Group Development Pakistan (GDP) is a leading non-governmental organization dedicated to promoting and protecting child rights in Pakistan since 2012. To create sustainable social change, GDP engages in child, culture & gender sensitive, eco-friendly, creative, participatory as well as evidence-based initiatives such as legal and policy reform, stakeholder engagement, technical support, capacity-building, research and service delivery.

2. Role Summary

The **MEAL Officer** will be based in Islamabad and report directly to the MEAL Manager. The position is responsible for supporting the design, implementation, and continuous improvement of monitoring, evaluation, accountability, and learning (MEAL) systems across the project. The officer will play a critical role in ensuring that all learning and capacity-building interventions—especially those under the TLN initiative—are evidence-based, outcome-oriented, and responsive to community needs.

Key responsibilities include designing and analyzing pre- and post-training assessments, adapting and enhancing the Learning Needs Assessment (LNA) tools, managing endline evaluations, and updating the community-based organization (CBO) database using relevant data. The MEAL Officer will also be responsible for developing reflection and impact assessment tools, conducting mid-term and final evaluations for Community Action Plans (CAPs), and compiling learnings into user-friendly reports. The role requires ensuring the use of standardized reporting templates and rubrics, facilitating internal learning sessions, and integrating feedback into project implementation for continuous improvement.

3. Key Duties and Responsibilities

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

- Support the Monitoring, Evaluation, Accountability, and Learning (MEAL) function by working under the direct supervision of the MEAL Manager, with a primary focus on ensuring quality assurance, knowledge management, and learning integration across the project.
- Design, administer, and analyze pre- and post-training assessments, including the development and management of databases and interpretation of data to inform programmatic decisions.
- Review, adapt, and enhance the organization's Learning Needs Assessment (LNA) tools and endline evaluations; incorporate insights from previous TLN data to update and maintain the CBO roster.
- Develop or refine reflection and feedback tools to measure knowledge acquisition, behavior change, and the broader community impact of project interventions.
- Lead the design and implementation of mid-term monitoring check-ins and final evaluations for Community Action Plans (CAPs), ensuring data accuracy and learning capture.
- Ensure consistent use of standardized MEAL tools, templates, and learning outcome rubrics across all project teams and activities.

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- Synthesize data and insights from field activities into accessible, user-friendly learning reports and dashboards for internal and external stakeholders.
- Facilitate internal learning and reflection sessions to promote continuous improvement, integrating feedback and learning into project implementation cycles.

4. QUALIFICATIONS AND SKILLS

Qualifications: A Bachelor's degree in **Social Sciences, Development Studies, Statistics, Economics, Monitoring & Evaluation**, or a related field is required.

Experience:

- **3-5 years** of relevant experience in Monitoring, Evaluation, Accountability, and Learning (MEAL), preferably within youth development, community engagement, or rights-based programming.
- Demonstrated experience in designing and analyzing pre- and post-intervention assessments, baseline and endline surveys, and other evaluation tools.
- Proven ability to manage and analyze both qualitative and quantitative data, and translate findings into actionable insights and reports.
- Experience developing or adapting learning tools, reflection mechanisms, and reporting templates aligned with programmatic outcomes.
- Familiarity with participatory M&E approaches, learning loops, and outcome-level reporting.
- Prior experience leading or contributing to internal learning reviews, and integrating feedback into project design or delivery.
- Exposure to working with community-based organizations (CBOs), and understanding of inclusive, gender-responsive data practices is highly desirable.

Skills:

- Strong understanding of M&E frameworks, theories of change, logical frameworks, and results-based management.
- Proficiency in designing surveys, managing databases, and conducting both quantitative and qualitative data analysis using tools like Excel, SPSS, STATA, or Power BI.
- Ability to synthesize findings into learning products, facilitate internal reflection sessions, and support adaptive programming.
- Skilled in producing high-quality reports, summaries, dashboards, and visualizations that translate complex data into actionable insights.
- Capable of adapting and improving assessment tools, learning rubrics, and reflection instruments to measure project outcomes.
- High level of accuracy and consistency in data handling, documentation, and quality assurance.
- Strong written and verbal communication skills in English and Urdu; ability to present findings clearly to both technical and non-technical audiences.
- Comfortable working cross-functionally with program, field, and partner teams to integrate MEAL functions effectively.



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5. How to apply ?

Interested candidates should [Apply Here.](#) by **July 6th, 2024** Candidate not following the instructions will be automatically disqualified, Women, gender-variant persons, minorities, and differently abled persons who meet the criteria are strongly encouraged to apply.