

## Senior MEAL Officer

Location: [Europe & the Middle East] [Jordan]

Town/City: Amman

Category: Programme Effectiveness

**Job Title: Senior MEAL Officer**

### **JOB PURPOSE:**

Provide technical guidance and field support to the World Vision WVSR operations in terms of Monitoring, Evaluation, Accountability and Learning (MEAL). The position will be required to oversee M&E and Accountability systems for direct and partner implementation in the WVSR area in alignment with World Vision & international humanitarian principles. The role also coordinates all MEAL tasks & communication with internal & external platforms under the leadership and guidance of the NWS Syria MEL Coordinator and MEAL Manager (when needed).

### **MAJOR RESPONSIBILITIES:**

#### **Monitoring, Implementation & Reporting**

- Ensure that WVSR projects have Monitoring, Evaluation, Accountability and Learning plans & measurement processes established. Ensure that such plans and processes are coordinated and viable with Information Management systems
- Establish robust and viable MEAL processes and standards for WVSR Partners in WVSR
- Ensure that this broader WVSR Portfolio MEAL system is communicated and known

amongst partners and other most relevant Syria Response offices/departments (esp. GAM, leadership, Tech and Operations)

- Ensure all approved projects under the WVSR portfolio have M&E, Humanitarian Accountability & Information management processes aligned to the country level MEAL System and meets the required standards.
- Ensure clear partnering agreements, policies and processes are in place to assess and supporting WVSR partners to comply with M&E, reporting, and core humanitarian standards.
- Ensure WV's and Partner frontline and technical staff in WVSR are equipped with knowledge, tools and resources to support MEAL functions
- Ensure monitoring processes are systemized in ways that meet donor requirements, and are cost-effective, avoids duplication of processes, and less beneficiary fatigue.
- Ensure the effective functioning of the WVSR portfolio MEAL system and that the outputs of this system reach WV management and other stakeholders accurately and promptly, and instigates critical thinking and influences program & strategic direction.
- Ensure project level ITTs are updated with accurate monthly data, and key findings are shared with management at the program review meetings.
- Support Syria MEL coordinator to develop baseline and evaluation ToR according to WV quality standards and donor requirements and oversee the coordination between consultant and partners to ensure the quality of all deliverables
- Conduct periodic data quality checks and assessments for all WVSR projects data
- Ensure M&E and Accountability findings are presented at monthly program review (GHT) meetings and prompt critical thinking at project management & senior

management level.

- Ensure the establishment and update WVSR Monitoring Dashboard that will integrate critical indicators for Syria Strategy
- Oversee the development, ongoing modifications, strengthening and functioning of the WVSR portfolio data management.
- Support the identification and design of innovative practices to improve organizational efficiency and effectiveness in M&E, Humanitarian accountability, Information management and general project management
- Ensure all WVSR portfolio MEAL related data, reports, and records are organized archived in a central location for future reference.

### **Quality assurance, coordination, capacity building & management**

- Ensure WV is well represented in M&E related working groups and forums in the WVSR
- Ensure World Vision Programme Accountability Framework (PAF) and Core Humanitarian principles are upheld in all aspects of the WVSR MEL function.
- Ensure all WV and Partners M&E staff in WVSR supervised by this position are guided, mentored, and their capacities enhanced to deliver high-quality outputs.
- Ensure partner capacity is built to comply and produce high-quality M&E products in line with WV & donor standards & requirements.

### **Humanitarian Accountability**

- Ensure the humanitarian accountability (HA) system across the Turkey and Syria programs uphold and mainstream (i. information sharing, ii. Consultation, iii. Participation & iv. Complaints and response of affected people.)
- Ensure WVSR portfolio beneficiaries and partners have sustained access to information about WV's programs and the channels that can process complaints & feedback with confidentiality & respond appropriately within predefined standards.
- Always ensure World Vision and Core Humanitarian principles are upheld in all aspects of the WVSR portfolio MEAL functions and general project management.
- HA results in the aggregate, as well as those most urgent, are presented to senior leadership

### **Project Closeout, Evaluations, & Learning**

- Ensure appropriate dissemination of project and program level Evaluation findings
- Ensure a learning culture established within the organization is cascaded among WVSR implementing partners to document learnings and best practices for ongoing and future programming.
- Ensure all thematic researches conducted in the WVSR portfolio are reviewed for methodological thoroughness and output quality.
- Lead and coordinate project level Evaluations periodically (should be 100% funded by grants) within the WVSR portfolio.
- Ensure quality control of data collected from the field based on completeness, reliability, validity, timeliness and integrity

- Prepare informative field reports, identify shortcomings and make relevant recommendations regularly.

### **Program concept & Design**

- Support the World Vision Syria program in developing new projects by providing required secondary data on the context and thematic areas, learning from previous projects, and primary data from needs assessments.

### **KNOWLEDGE/QUALIFICATIONS FOR THE ROLE:**

#### **Required Professional Experience:**

Must have a minimum of three years of experience in MEAL, especially in emergency context and grant funding.

#### **Required Education, training, license, registration, and certification**

- Bachelor's degree preferably in the field of social sciences, public health, nutrition, statistics or development studies
- Thorough knowledge in writing technical MEAL reports is essential.
- Thorough knowledge of Sphere, Core humanitarian standards, child rights, human rights, DNH, HAP & DAC evaluation criteria is essential.
- Thorough knowledge of the humanitarian operations coordination, cluster operations, and major
- donor M&E requirements are essential

## **Preferred Knowledge and Qualifications**

- Minimum of 3 years' experience in MEAL, especially in emergency context and grant funding is critical.
- Proven experience in establishing a fully functional MEAL system for programs supported by bilateral & multilateral international donors serving more than 50,000 beneficiaries within a period of 12 months.
- Proven experience in leading Surveys (mixed methodologies) from the design stage to report writing.
- Proven experience in staff and partner capacity building
- Proven experience in establishing MEAL systems for sub-grantees and local partners.
- Proven experience in managing and implementing Humanitarian accountability systems.
- Experience in remote coordination of MEAL functions for partnerships and consortiums in the following sectors / thematic areas is critical: Health, Cash, Food, WASH, shelter, Education, Child protection and livelihoods.

## **Travel and/or Work Environment Requirement**

- The position requires 70% of the time to be in office and 30% in the field.
- Position requires willingness and ability to continue functioning during a crisis, including during a World Vision response to a manmade or natural disaster.
- The position requires availability and willingness to work outside regular office hours occasionally.

## **Language Requirements**

- Excellent written English, with fluency in speaking Arabic and English.
- Ability to write excellent quality reports in English is required.