



Monitoring, Evaluation, Accountability and Learning (MEAL) Manager

CARE International in Lebanon

CARE is a leading relief and development non-governmental organization fighting global poverty. Established in 1946, it is now a confederation composed of 14 members. In 2012, CARE worked in 84 countries around the world, supporting development and humanitarian aid projects to reach more than 83 million people. While CARE is a large international organization with more than 11,000 employees worldwide, we have a strong local presence: 97% of our staff are nationals of the countries where our programs are run.

CARE is implementing a regional response to the Syrian Crisis to meet the immediate and most urgent needs of the women, men, boys and girls who have fled Syria. CARE is very well established in the region and set up an office in Jordan as early as 1948. CARE International in Lebanon (CIL) is supporting refugees as well as local communities through WASH, NFIs and Cash assistance activities in the North and Mount Lebanon Governorates.

The Monitoring, Evaluation, Accountability and Learning (MEAL) Manager will be based in the Beirut office but will support CARE's field offices in Mount Lebanon and Tripoli. Furthermore, the MEAL Manager will be in contact with other CARE members, especially at the regional level to coordinate the response, harmonize and share tools as well as lessons learnt.

Job Summary

This position supports the Country Office staff in their efforts to strengthen the accountability and monitoring of CARE programs in Lebanon. The MEAL Manager is responsible for leading, coordinating and managing CIL monitoring, evaluation and accountability staff and activities in the Country Office and Field Offices.

Detailed Responsibilities and Tasks

Monitoring and Evaluation of CIL programs

- In close collaboration with the DCD-P, design and establish the Country Office M&E framework and structure.
- Oversee the implementation and coordination of M&E activities at field level and with CIL Beirut.
- Working closely with internal program stakeholders, set the framework and procedures for monitoring and evaluation of project activities.
- Review the quality of existing social and economic data in the Field Offices program areas, the methods of collecting it, and the extent to which it will provide good baseline statistics for evaluating project results and impact.

- Based on the review of existing data, disseminate findings and guide/support supplementary baseline and needs assessments in the Field Office areas – ensuring alignment and coordination with Inter-Agency initiatives.
- Produce periodic M&E reports for internal and external stakeholders to ensure programs have accurate and useful data to inform project development.
- Design and test quantitative and qualitative data collection activities at field level.
- Input to the elaboration of M&E and Accountability related aspects of donor proposals and reports, in coordination with program staff.

Accountability systems and framework

- In close collaboration with the DCD-P, build on, design and establish the Country Office Accountability framework and structure.
- Develop monitoring plan for CARE and its partners for each project, with an appropriate work plan and roles and responsibilities as well as appropriate data collection and accountability tools developed and tested in close collaboration with partners.
- Establish strengthened systems as part of the projects, including information dissemination and community feedback mechanisms.
- Establish a mechanism to review systems, and to improve them over time in close consultations with partners.
- Develop M&E plans for donor proposals that are realistic and meet CARE/ donor accountability standards.

Management of the MEAL Unit

- Manage, coordinate and supervise the daily activities and planning of three M&E unit officers namely: Data Management Officer, Assessment & Monitoring Officer, and Accountability & Complaints Officer.
- Manage volunteers hired for data collection.
- Ensure team members have a fairly distributed workload.
- Ensure team members receive support and direction on tasks and responsibilities.

Coordination and representation

- Identify external, third party stakeholders that can undertake monitoring/evaluation visits and facilitate and supervise their activities.
- Network with other agencies undertaking similar activities to learn M&E system implementation in similar contexts.

- Represent CIL at relevant donor and inter-agency coordination meetings at national level;

Document and share outputs and lessons learned

- Produce a report on M&E activities to support learning by Country Office staff and other country offices operating under similar conditions as an aid memoire and to facilitate any follow up.
- Document good practice examples and challenges of monitoring and accountability.
- Document lessons learnt and recommendations.
- Follow-up and check together with the team that recommendations have been followed and report back to DCD-P when discrepancies are observed.

Qualifications

Required

- Degree in international relief and development, social sciences, public health, 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 context, with at least two years direct experience in a role with M&E responsibilities.
- Languages: Fluency in English (written and verbal) required, Arabic language proficiency preferred.
- Thorough familiarity and field experience applying principles and approaches to monitoring and evaluation in humanitarian and emergency contexts using both quantitative and qualitative methods.
- Experience working with International NGOs, UN agencies, line ministries and/or local authorities in migrants/refugee settings in complex emergencies.
- Experience in participatory assessment and community-based monitoring approaches.
- Demonstrated management experience with the ability to engage and motivate staff and partners in a challenging new area.
- Experience with capacity building of national staff, 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.

Preferable

- Fluency/working proficiency in Arabic (written and verbal).
- Experience implementing Humanitarian Accountability Partnership (HAP).

- Experience in employing innovative approaches in data collection using Android platform.

The above list is a non-exhaustive one, and the MEAL Manager may be asked to do other tasks within the framework on this position upon the request of the DCD-P.

Starting date: ASAP

Duty station: Beirut

Conditions:

- 6 months contract (renewable)
- Salary ranging from 2,300 € to 2,500 € according to experience
- Housing allowance: up to \$1,300 USD/month upon presentation of supporting documents (or accommodation at guesthouse)
- Monthly transportation allowance: \$132 USD
- Medical insurance covered

How to apply: Please send your CV and Cover Letter by email to recrutement.programmes@carefrance.org, indicating “MEAL MANAGER” in the subject of the email, until the 30th August 2016.