

MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING (MEAL) COORDINATOR

Preliminary job information

Job Title	MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING (MEAL) COORDINATOR
Country & Base of posting	LEBANON – BEIRUT COORDINATION BASE
Reports to	Deputy Head of Mission for Programs
Duration of Mission	12 months

General information on the mission

Context

Première Urgence Internationale (PUI) is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilians' victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by answering their fundamental needs. Our aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. The association leads in average 140 projects by year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is providing assistance to around 7 million people in 21 countries – in Africa, Asia, Middle East, Caucasus and Europe.

Since the outbreak of the Syrian crisis in April 2011, according to UN estimations, 6.6 million people have been internally displaced, while 4.8 million refugees have been registered in the neighboring countries as of June 2016. Lebanon is the second host country for Syrian refugees with over 1.049 million refugees registered as of March 2016 for an overall population of less than 4.5 million (representing more than 23% of the population). Prior to this crisis, Lebanon was already hosting half a million Palestinian refugees; the pressure on the Lebanese government and local population is very high.

In April 2015, the United Nations Security Council declared that the international community has to help Lebanon in its efforts to host more than 1 million refugees from neighboring Syria. Since the beginning of March 2015, the government of Lebanon, through the General Security Directorate, is enforcing entry regularization among refugees entering from Syria. The Lebanese government has also asked the UNHCR to temporarily stop the registration process, hence new refugees and new born babies cannot be registered anymore and refugees that arrived after the 5th of January 2015 have been deregistered (around 11,319 individuals).

While Palestinian refugees are settled in camps, there are no official camps for Syrian refugees in Lebanon. On a case by case basis, the government may authorize the establishment of formal tented settlements (FTS). However, Syrian refugees are mainly settled in small shelter units (SSU), collective shelters (CS) or informal settlements (IS). The spillover of the Syrian crisis into Lebanon compounded pre-existing vulnerabilities among the Lebanese society. Refugee populations have in many cases settled in areas inhabited by impoverished and vulnerable Lebanese communities further stretching limited or non-existent sources of income and public services at the local level. This situation will place an increased economic strain on the families, and in addition to the expected decrease in basic assistance due to low funding levels, an escalation in negative coping mechanisms (such as begging, child labor, child marriages, sexual services for food/accommodation, petty crime, etc.) might be witnessed.

History of the mission

Present in the Middle East since 1983, PUI is operational in Lebanon, Syria, Jordan, Iraq (including Kurdistan), the Occupied Palestinian Territory and Yemen. PUI has been present in Lebanon since 1996, when it launched an emergency response operation following the Lebanese-Israeli conflict and has since maintained a significant commitment to the country. During the last fifteen years, PUI has tackled the needs emerging from conflicts (2001, 2006 and 2007), protracted humanitarian crisis (Palestinian Refugees camps) and chronic underdevelopment (in the South and the North of Lebanon). Since the outbreak of the Syrian crisis in April 2011, and in order to provide life-saving assistance to the most vulnerable conflict-affected population, PUI has developed a response to the refugee crisis, targeting health, protection, shelter, infrastructure, food security and livelihoods.

PUI's strategy/position in Lebanon	
<p>Present in the country since 1996, PUI has a long experience in assisting conflict affected populations in Akkar, Beirut, Mount Lebanon, South and Nabatieh governorates. Since 2012, PUI has been actively involved in the Lebanon emergency response to the Syrian crisis.</p> <p>In 2018, PUI aims to reinforce the ability of each vulnerable community to become self-reliant and resilient to crisis through 3 strategic pillars targeting the most vulnerable populations (poorest Lebanese, most vulnerable Syrians Refugees, Populations of Palestinian camps and gatherings) :</p> <ul style="list-style-type: none"> • Access to quality infrastructure and services • Access to safe, stable, sufficient and sustainable livelihoods. • Core humanitarian assistance for most vulnerable individuals 	
Configuration of the Mission	
BUDGET FORECAST 2020	10 000 000 EUR
BASES	BEIRUT (COORDINATION AND OPERATIONAL), SOUTH (SAIDA), AKKAR (HALBA), TRIPOLI
NUMBER OF EXPATRIATES	11
NUMBER OF NATIONAL STAFF	160
NUMBER OF CURRENT GRANTS	5
MAIN PARTNERS	BPRM, WFP, European Union, OCHA
ACTIVITY SECTORS	Health, WASH, Food Security, Livelihood, Infrastructure, Shelter, Protection,
TEAM ON-SITE	HoM, DHoM, Admin/Fin Co and one assistant, HR Co, HR Supervisor and one assistant, LogCo and one supervisor, four Technical Coordinators (Shelter/Infra, Health, FSL, MEAL), IM Advisor, Pharmacist Advisor, Community Health Advisor, Medical Advisor, Grants and Communications Manager

Job Description
Overall objective <p>The Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator is responsible for guiding the overall MEAL strategy and implementation, or related activities, within projects while providing timely and relevant information to stakeholders. The MEAL coordinator will support PUI's operational and technical staff in ensuring the accountability of PUI's programme in Lebanon by developing the appropriate MEAL strategies and protocols for each project/specific technical sector. He/she will provide technical MEAL guidance and leadership at all level of the Country Program, by leading efforts to document progress, effectiveness and impact of PUI's intervention in the country. The MEAL Coordinator will ensure the use of technically appropriate needs assessment, monitoring and evaluation methods, contributing therefore to improve the quality and effectiveness of PUI humanitarian action.</p>
Tasks and responsibilities <p>Under the supervision of the Deputy Head of Mission for Programmes (DHoM), and in cooperation with Information Management Advisor (IMA), technical coordinators and MEAL staff in the operational bases, the MEAL Coordinator will:</p> <ol style="list-style-type: none"> 1. Strategy: Implement a sound and adapted-to-context MEAL strategy and operational guidance, for results oriented and quality programming; 2. Oversight: Ensure the mission uses strategic, accurate and consistent data collection for developing evidence based programming; 3. Technical support: Provide specific technical support for the conduction of assessments, surveys and ad-hoc data collection and analyses throughout the project and programme cycle management; 4. Capacity building: Sensitise and build the capacity of staff for an enhanced transparency, accountability and learning mind set in the mission and in the framework of a continuous capitalisation and learning approach. 5. External Representation: Coordinates the MEAL representation of PUI among external stakeholders.

Specific objectives and linked activities

1. Lead the implementation of a sound and adapted-to-context MEAL strategy and operational guidance based on the mission strategic plan, for results oriented and quality programming

- Ensure the implementation and updating of the MEAL strategy at mission level, MEAL plans for each sector, and MEAL action plans at base level;
- Prepare results frameworks, performance monitoring and evaluation plans for new projects and/or grant proposals, including the harmonization/standardization of indicators, data collection methodologies, timelines, measurement tools, analysis and reporting protocols, products and expected delivery;
- In collaboration with the Grants and Communications Manager and relevant project and/or technical staff, contributing to grant proposals and donor report writing and reviewing for all information related to MEAL in order to ensure that proposals, reports and any other project documents capture progress, effectiveness, and impact of activities;
- Develop grant-specific indicators, as well as internal indicators for each sector, in collaboration with technical coordinators and MEAL staff located in the operational bases;
- Support technical coordinators in the development of logical frameworks, relevant key performance indicators, and accurate monitoring mechanisms necessary to ensure sound logic of interventions and to inform on the impact of activities;
- Ensure that results of report reviews and other donor feedback is constructively fed back to project teams;
- In coordination with the DHoM, conduct periodical program review activities and lessons learnt sessions, to evaluate progress towards project goals and outcomes;
- Ensure accountability mechanisms are streamlined at mission level and integrated into the MEAL framework of each grant contract.
- Identify and organize key MEAL staff needed to implement MEAL approaches as presented in proposals to donors;
- Ensure MEAL staff JDs are regularly updated and provide technical support in MEAL recruitment processes.

2. Ensure the mission counts with strategic, accurate and consistent data collection for developing evidence based programming, providing specific technical support in data collection and analyses throughout the project and programme cycle management.

- Work closely with the base MEAL teams, technical coordinators, and the IMA to design and implement project monitoring systems and tools, including data collection, aggregation and analysis, giving attention to newly developed Health Information System (HIS).
- Define methodologies for any qualitative and quantitative data collection, such as baselines/endline studies, needs assessments and surveys, providing technical support on sampling methodology, development of questionnaires, and analysis process;
- Develop and/or validate Terms of References (ToRs) for surveys, researches, case studies, lessons learnt, success stories and any other qualitative data collection methods;
- Oversee and ensure quality of data collection, processing, and analysis by systematically supporting the MEAL field teams, including giving attention to health activities;
- Coordinate, review and validate all internal assessments, monitoring and evaluation reports;
- Support external assessments, evaluations and surveys by informing the ToRs, recruitment decisions, methodologies and draft report reviews;
- Ensure MEAL findings are disseminated at base and mission level, promoting experience exchange across the mission and in HQ;
- Lead the process of capitalization, capturing project history, successes, results and/or challenges.

3. Sensitize and build the capacity of staff for enhanced transparency, accountability and learning within the mission, in the framework of a continuous capitalisation and learning approach

- Direct management of 1 Information Management Advisor.
- Lead technical development of MEAL capacity building strategies and methodologies;
- Build mission capacity on all MEAL tools, processes, as well as on using analysed data to inform program quality, document lessons learnt and develop projects;
- Keep track of capacity building activities implemented within the MEAL sector and follow-up on the effect of these activities on staff performance;
- Provide continuous technical support and mentorship for technical coordinators and project managers, MEAL managers and officers;
- Provide continuous trainings and workshops based on identified needs and base requirements;
- Conduct periodic field visits to ongoing projects and activities, to support and oversee quality of data collection processes and data management systems;
- Organise and lead project and programme capitalisation activities, and lead/support capitalisation reports;
- Develop and maintain updated SoPs, guidelines and training material;
- Ensure the integration of lessons learnt into the programme cycle.
- Capitalize upon M&E tools and experiences through periodical MEAL workshops and inter-base exchanges of experience and joint field activities.

4. Coordinates the MEAL representation of PUI among external stakeholders

- Coordinates the MEAL representation of PUI among external stakeholders (especially major partners), donors and different authorities at mission level, in collaboration with HOM and DHOM.
- Actively represents the Mission's MEAL strategy and programs to major partners, especially when involved in consortium.
- Actively participates in interagency bodies, such as the M&E Working Group.
- Supports opportunities for collaboration with other stakeholders, develops sectorial partnerships, and identifies donor opportunities aligning with the strategy.
- Assists in preparing and managing the donor visits.

Focus on the 3 priority activities relative to the context of the mission

- Implementation of the new MEAL strategy.
- Oversee MEAL of the new Reducing Economic Barriers to Accessing Health Services (REBAHS) project.
- Harmonize the Information Management System across the 3 bases to enable periodical comparative data analysis, inter-sectorial and mission-wide performance indicators tracking, and the strengthening of the Integrated Approach.

Team management

Number of people to manage and their position:

- The MEAL Coordinator reports directly to the Deputy Head of Mission for Programmes.
- In direct supervision of: Information Management Advisor.
- Works in collaboration with (not exhaustive): Technical Coordinators and Advisors, Grants Officer, Field Coordinators/Base Programme Coordinators.
- Technical supervision: MEAL Managers.

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none">▶ Master degree in a field related to Project Management, international development and/or social sciences	
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none">▶ Humanitarian▶ International▶ Technical	<ul style="list-style-type: none">▶ Minimum of 3 years experience in MEAL management in a humanitarian, emergency and/or unsecured context▶ Strong experience implementing monitoring and evaluation processes and activities, using both quantitative and qualitative methods	
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none">▶ Strong experience in donor requirements and expectations, particularly MADAD-UE, WFP, AFD and BPRM▶ Demonstrated ability to transfer knowledge to diverse audiences through training and mentoring▶ Prior knowledge of the country/region an asset;	<ul style="list-style-type: none">▶ Mobile Data Collection and related software & language (OKM etc.)
LANGUAGES <ul style="list-style-type: none">▶ French▶ English▶ Other (to be specified)	<ul style="list-style-type: none">▶ Excellent command in writing and editing documents in English.	<ul style="list-style-type: none">▶ Working knowledge in French and/or Arabic is a plus

SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (to be specified) 	<ul style="list-style-type: none"> ▶ Strong computer skills, including ability to operate Microsoft Word, Excel, Project and database management software, statistical packages 	
Required Personal Characteristics (fitting into the team, suitability for the job and assignment)		
<ul style="list-style-type: none"> ▶ Capacity to delegate and to supervise the work of a multidisciplinary team; ▶ Demonstrated experience in monitoring and evaluation design, applied survey and research; ▶ Proven capacity for analyzing and synthesizing comprehensive information and technical data; ▶ Ability to write and edit reports under deadline pressure; ▶ Ability to guarantee effective and timely outputs; ▶ Good communications skills for public presentations; ▶ Ability to work on own initiative and collaboratively as part of a diverse team and manage a varied workload; ▶ Self-motivated, flexible and adaptable to the needs of the team and organization ▶ Strong commitment to support/develop capacity of national staff and developing second layer of leadership; ▶ Proven management ability and inter-personal skills; ▶ Problem solving and leadership skills. 		

Conditions
Status
<ul style="list-style-type: none"> ▶ EMPLOYED with a Fixed-Term Contract
Compensation
<ul style="list-style-type: none"> ▶ MONTHLY GROSS INCOME: from 2 200 up to 2 530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI.
Benefits
<ul style="list-style-type: none"> ▶ COST COVERED: Round-trip transportation to and from home / mission, visas, vaccines... ▶ INSURANCE : including medical coverage and complementary healthcare, 24/24 assistance and repatriation ▶ HOUSING : possibility of individual housing ▶ DAILY LIVING EXPENSES (« Per diem ») ▶ BREAK POLICY : 5 working days at 3 and 9 months ▶ PAID LEAVES POLICY : 5 weeks of paid leaves per year + return ticket every 6 months