

Country Office: CARE Philippines
Position Title: Monitoring, Evaluation, Accountability & Learning (MEAL) Officer
Duration of Assignment: 01 August 2019 – 31 December 2021

Job Summary

CARE Philippines is implementing “Increasing the Resilience to Natural Hazards”, a 30-month project focused on strengthening disaster preparedness and risk reduction capacities of vulnerable barangays and municipalities. Together with Assistance and Cooperation for Community Resilience and Development (ACCORD), Cordillera Disaster Response and Development Services (CorDis RDS), Leyte Center for Development, Inc (LCDE), and Agri-Aqua Development Coalition (AADC), the project will improve capacities of communities and vulnerable groups through developing early warning and disaster risk reduction mechanisms; developing resilient livelihood strategies for female headed extreme poor households, and; enhancing disaster and climate risk governance.

The project will be implemented in selected areas in Cagayan, Mountain Province, Northern Samar, and Surigao del Sur.

The **MEAL Officer** is responsible for coordinating all monitoring, evaluation, accountability, and learning activities of the project. S/he leads the team in setting up systems and mechanisms for monitoring the project’s indicators, deliverables, and gathering community feedback. The MEAL Officer provides guidance in collecting, reporting, and analyzing monitoring data with the participation of communities. S/he leads in the reporting on the status of the project’s performance indicators to the Project Manager and Project Steering Committee.

Responsibilities and Tasks

Monitoring and Evaluation (30% of time)

1. Develops systems and tools for project monitoring and evaluation, including but not limited to MEAL framework and design, methodologies and tools, plans, reporting requirements, reporting process flow;
2. Facilitates the collection of project data and progress updates for the project;
3. Ensures that MEAL results are used for continued program development and pivots;
4. Ensures that CARE Gender and Resilience Markers are integrated and met in the project activities;
5. Develops reference for baseline, midterm, and endline evaluation;
6. Provides guidance to partners on the baseline and midterm evaluation;
7. Supports the endline evaluation to be led by external consultant;
8. Provides support to partner’s team in the implementation of MEAL tools;
9. Provides leadership, guidance, and recommendations to ensure that the MEAL system and data management meet the needs of the project staff and partners;
10. Participates in the facilitation of strategic planning sessions, contribute to the development of annual work plans;

Accountability (30% of time)

1. Designs inclusive (gender, age, ability) community-based feedback mechanisms, including a system to effectively and confidentially manage complaints;
2. Reviews and provides feedback on monitoring data provided by implementing partners;
3. Extracts and analyses relevant evaluation findings for their implications to programming and disseminates these to appropriate audiences;

Learning (20% of time)

1. Develops systems and tools for gathering, sharing, consolidating, and dissemination of lessons from the project;
2. Supports in the development and conduct of case studies, assessments, and case briefs, to be shared through RILHub;
3. Supports in the preparation of interim and quarterly project reporting;

Capacity Building and Mentoring (20% of time)

1. Develop and oversee the implementation of the MEAL capacity-building strategy that promotes a culture of learning through systematic analysis and reflection of program data;
2. Build the capacity of all relevant team members to develop and maintain the MEAL system, including regular analysis and reflection of program data;
3. Perform other duties as assigned;

Problem Solving Skills

There are three levels of problem-solving: 1) What has to be done and how to do it are clearly defined, and the incumbent will face identical or similar problems on a regular basis; 2) What has to be done is known, but how to do it is not defined. The incumbent must use interpolative skills to pick and choose the right strategy to address a given problem; and 3) Why things are done is known, but what has to be done and how to do it are not defined. Situations are variable and the incumbent's response will involve analysis, problem definition, development of alternatives, and making recommendations. He or she will face and address problems that are typically non-recurring. Please indicate which of the above levels of problem-solving this position will face, and why the position falls into that category.

The Finance / Grant Officer is expected to present all three levels of problem-solving at various stages of the project, although s/he will mainly be faced with the second and third types, considering the project outcomes, outputs and key activities have already been defined; activities would have to be adapted to the context and needs of the partner communities.

Qualifications and Requirements

Education/Training: *(Desired):* University degree, in international development, statistics, social sciences, demography, or related field; post-graduate degree a plus; or equivalent combination of education and work experience

Experience: *(Desired)* Minimum of three years' experience in monitoring, evaluation, accountability, and learning, ideally in the context of disaster preparedness, resilient livelihoods

Technical Skills: *(Required)* strong management, coordination, and mentoring skills; experience designing and implementing monitoring, evaluation, and learning frameworks and processes; demonstrated understanding of disaster risk reduction, climate change adaptation, ecosystems management, and resilience; demonstrated understanding of gender and protection mainstreaming and issues of vulnerabilities; knowledge of quantitative and qualitative research methodologies; advanced skills in data collection, coding, compilation and analysis; good facilitation skills; demonstrated experience in agency capacity building; advanced report writing skills in English; good communication and presentation skills; good interpersonal skills; good computer skills

Competencies:

- Accountability – seek and considers participation and feedback
- Commitment to continuous learning
- Strategic decision making – the skill and ability to quickly assess the situation, and make decisions that will move project initiatives towards achieving intended outputs and outcomes
- Ability to work independently and well as in a team setting

- Initiating Action - Taking prompt action to achieve objectives; being proactive.
- Innovation - Generating innovative solutions; trying different and novel ways to deal with work challenges, opportunities, and probable consequences; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions.
- Planning and Organization - Establishing a course of action for self and others to ensure that work is completed efficiently and effectively in accordance with CARE's core values.
- Stress tolerance - Maintaining effective performance under pressure or adversity; handling stress in a manner that is consistent with CARE's core values.
- Building Partnerships - identifying opportunities and establishing effective relationships between one area and other areas, teams, departments, units, or other organizations to help achieve CARE's objectives.
- Facilitating Change - Encouraging others to seek and act upon opportunities for different and innovative approaches to addressing problems and opportunities; critically analyzing evolving and fluid situations; facilitating the implementation and acceptance of change within the workplace; actively engaging with resistance to change.

Freedom to Act / Impact:

PRIME- takes full and total responsibility in Monitoring, Evaluation, Accountability, and Learning

CONTRIBUTORY - provides support and contributes to the overall success in Project Reporting, Program Design and Strategy

General Accountability:

List the types of decisions the jobholder can make without prior approval: None

Financial Accountability

Provide detail as to the financial impact and magnitude of this position: None

Contacts/Key Relationships

List the primary external and internal relationships, which the employee is expected to maintain. Briefly state the purpose of these interactions (including any significant committee involvement) and title of the contact person/people.

Internal:

Project Manager – reporting to
Project Team – work coordination
CARE Philippines Staff

External:

CARE Germany / Phineo Foundation – work coordination

Living Conditions

Location: Quezon City
Expected percentage of time traveling: up to 60%
Special conditions: none

For interested applicants, kindly submit a letter of application and updated CV to careers.phl@care.org & francelline.jimenez@care.org.

Only shortlisted applicants will be contacted for interviews.

For more information about CARE Philippines, visit www.care-philippines.org and www.care.org.