

**Country Office:** CARE Philippines  
**Position Title:** Monitoring, Evaluation, Accountability & Learning (MEAL) Manager  
**Opening date:** August 2019  
**Duration:** Full-time

## Job Summary

CARE is a leading global humanitarian agency delivering emergency relief and long-term development projects. Founded in 1945, CARE is nonsectarian, impartial, and non-governmental. In 2018, CARE worked in 95 countries reaching over 56 million people and 284 million people indirectly. CARE works in the Philippines since 1949 and is known for its programs on emergency preparedness and response, livelihood recovery, disaster risk reduction, climate change adaptation, innovations, gender-based violence and health.

The MEAL Manager will be responsible for providing overall leadership and guidance in setting up and implementing an effective system to monitor progress, impacts and performance. The MEAL Manager will also be providing technical assistance to CARE staff and local implementing partners specifically on indicator tracking, data collection protocols and tools, data use strategies, reporting, research and results-based management practices. S/he will be responsible for contributing to strategy discussions and work plans and developing successful mechanisms for learning. The MEAL Manager will also provide technical assistance in developing CARE and partner project proposals and project design.

## Job Responsibilities

### #1 – Technical leadership in MEAL (60% of time)

1. Provide leadership in the development of CARE Philippines MEAL systems and processes, including MEAL framework and design, and standardized methodologies and tools.
2. Participate in development of new projects and proposals, particularly from the MEAL perspective.
3. Provide technical supervision in the development and implementation of project MEAL Plans with budget; ensure that it is aligned with international, CARE and donor quality standards and requirements
4. Provide technical support to the project-based MEAL staff through regular contact, field visits and meetings.
5. Lead in the facilitation of MEAL planning sessions and learning reviews
6. Participate in facilitation of project strategic planning sessions; contribute to the development of annual work plans.
7. Ensure that all staff at all levels fully understand and promote accountability.
8. Contribute to improvements in existing policies and procedures to enhance effective accountability mechanisms.
9. Lead in setting up of effective systems for learning and adaptive management
10. Contribute to strategic decision-making based on M&E results

11. Ensure that the MEAL processes lead to changes and/or innovations in program design and implementation
12. Lead and/or collaborate with external evaluators and research consultants on the design and roll out of the program evaluations and research
13. Provide technical supervision in writing of donor reports. In some cases writing reports will be required.

## #2 - Information Management (20%)

1. Provide leadership to ensure that the MEAL information management meets the needs of project staff and partners.
2. Ensure that information is of good quality, verifiable, and regularly collected, analysed and shared with stakeholders
3. Lead in the development of reporting templates and monitoring tools that facilitate the gathering, organization, analysis and interpretation, and use of information in programs.
4. Implementation and updating of MEAL Guidebook
5. Lead in consultation and reviews across for Project Reach and Impact (PIIRS reporting)

## #3 -- Capacity building and mentoring (20%)

1. Develop and oversee the implementation of the MEAL capacity-building strategy that promotes a culture of learning
2. Build the capacity of all relevant team members to improve project and staff performance
3. Contribute to knowledge management with good practices in MEAL
4. Contribute and provide guidance in proposal development
5. Provide guidance in feedback and response mechanism

## Qualifications and Requirements

### Education/Training:

**Required:** Bachelor's degree in social sciences or other relevant field;

**Desired:** Master's degree in relevant field; Specialization in Women Studies, Results-based Management

### Experience:

**Required:** Five years of progressive experience in development or humanitarian programming, three years of which is proven record of experience in MEAL.

**Desired:** Experience in setting up and managing MEAL systems across various programs.

### Technical Skills:

#### Required:

- Experience designing and implementing monitoring, evaluation and learning systems and processes
- Knowledge of quantitative and qualitative research methodologies and data analysis
- Ability to facilitate technical training for staff
- Experience of contributing to proposal development.
- Good communication and interpersonal
- Good writing skills

- A high level of spoken and written English and Filipino languages; knowledge of other Philippine languages an advantage

### Competencies:

- Accountability – seek and considers participation and feedback
- Commitment for continuous learning
- Communicating with impact
- Developing teams - using appropriate methods and flexible interpersonal style to help achieve a cohesive team, facilitating the completion of team goals; work independently as well as in a team setting.
- 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.
- 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.
- Pro-active problem solving

### Financial Accountability:

The MEAL Manager will plan, manage, and monitor expenditures based on approved budget for specific MEAL activities.

### Contacts/Key Relationships

**Reporting to:** Emergency Coordinator, Jerome Lanit.

**Internal:** CARE Philippines Project Managers, Communications Manager, Gender Specialist, Emergency Coordinator, and other staff for coordination of work

**External:**

CARE International MEAL network: Coordination of work

Local partners: Coordination work

Private sector service providers: Coordination work

Relevant LGUs and NGAs: Coordination work

### Living Conditions

Location: Quezon City

Expected percentage of time traveling: up to 50% in various areas of the Philippines. Some travel outside of the Philippines will be required.

Special Conditions: none

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Interested applicants are encouraged to submit a letter of application and updated CV at [careers.phl@care.org](mailto:careers.phl@care.org). For more information about CARE, visit [www.care-philippines.org](http://www.care-philippines.org) & [www.care.org](http://www.care.org).