



Position Description

Country Office:	CARE Philippines
Position Title:	MEAL Specialist
Type:	New
Opening date:	Immediately
Grade assigned:	D
Duration:	Until 30 April 2021
Incumbent's name (if applicable):	

Job Summary (provide a background and short summary of the position)

The MEAL Specialist, working with the Consortium Manager, will primarily be responsible for leading the Consortium MEAL Team in formulating and implementing the REACH project's MEAL plan. Internally, The MEAL Specialist will also collaborate with MEAL Officers of other ECHO-funded projects for purposes of mutual support, coherence in strategies, and cross-learning. The REACH project aims to contribute to addressing the unmet humanitarian needs of the most vulnerable, at-risk and underserved populations affected by conflict in Mindanao, Philippines.

Life-saving food security and livelihoods, shelter, WASH, health and psychosocial support and protection assistance, and rapid response will be provided by the project to internally displaced populations, particularly the Lumad and Moro people. The support will include provision of complementary cash grants and in-kind distribution of food, short-term emergency livelihood support, appropriate shelter interventions, and water and sanitation facilities, hygiene promotion, health and psychosocial support and protection services. Advocacy and communications will also be carried out to draw attention and support to the chronic conflict in Mindanao. The project will be implemented in ARMM, Zamboanga Peninsula, Northern Mindanao, Davao, Soccsksargen, Caraga regions. The project will be implemented by a consortium Action Against Hunger, Oxfam and partners, ACCORD, led by CARE.

The other ECHO-funded projects are the ReACh TO TEACH, an education in emergencies project which is designed as complementary to REACH; the MOVE UP Philippines and MOVE UP Mindanao urban resilience projects; and the Mindanao Earthquake Response project.

Responsibilities and tasks:

- Working with the Consortium Coordinator and respective MEAL officers of consortium partners, design and put in place the Project MEAL system, including the design of baseline, post-distribution monitoring, KAP, endline and other necessary tools, and reporting templates.
- Lead the formulation of a detailed Consortium MEAL Plan and ensure its implementation.
- Conduct regular monitoring visits and assessments to project sites; provide feedback results and recommendations from monitoring and evaluation activities; provide quality assurance in monitoring based on required standards
- Provide guidance and support in monitoring and evaluating gender equality, protection and integrated risk management mainstreaming in sector results throughout project implementation

- Facilitate learning events and meetings with CARE and local Partner’s staff and stakeholders
- Consolidate monthly, quarterly, interim and final reports of consortium partners
- Contribute to the writing of program and donor reports
- Roll out reporting templates and monitoring tools that facilitate the gathering, organization, analysis and interpretation, and use of information in programs
- Ensure that data collection, analysis and use are managed appropriately and to the required standards
- Provide support in the implementation of the MEAL capacity-building strategy that promotes a culture of learning through systematic analysis and reflection of program data
- Build the capacity of all relevant team members to develop and maintain the MEAL plan and system, including regular analysis and reflection of project data
- Contribute to knowledge management with good practices in MEAL
- Provide MEAL support by working with staff of other ECHO-funded projects
- Perform other duties as assigned

Desired qualifications:

- Strong communication and representation skills
- Ability to work well with and coordinate with partner organizations.
- Ability to communicate well with to the community groups and local government units
- Knowledge of the local context in Mindanao
- Languages: English, Filipino and Maranao, any of the lumad languages
- Understanding or experience in humanitarian sectors, such as food security and livelihoods, shelter, WASH, health and psychosocial support, and protection
- Working knowledge of Microsoft Excel, Word, and PowerPoint
- Willingness to learn new ways of doing or open to applying innovative ideas
- Prudent and critical thinker

Contacts/Key Relationships

The position will report to Consortium Coordinator (CARE).

Living Conditions

The position is based in Mindanao, and would require extensive field visits across the island and occasional travel to other parts of the Philippines when the COVID-19 travel restrictions are lifted.

Signatures:

Employee, signature and date

Supervisors name, signature and date

Next level supervisors name, signature and date