ROLE PROFILE

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| Title | MEAL Coordinator | | |
| Project | Selected projects with EiE, ECD, CPiE, Livelihood, GBV and SRHR interventions | | |
| Functional Area | Programme (LEAD, SOYEE and SRHR) | | |
| Reports to | M&E Specialist, Cox’s Bazar PO | | |
| Location | Teknaf Project Office | Travel required | Frequent |
| Effective Date | ASAP | Grade | C1 |

role PURPOSE

Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls. Plan International envisages a world in which all children and young people realise their full potential, a vision now shared by the 193 Heads of State and Government who adopted the 2030 Agenda for Sustainable Development in September 2015.

We believe in the power and potential of every child. This is often suppressed by poverty, violence, exclusion and discrimination. Its girls who are most affected. Plan International’s new Global Strategy aims to transform the lives of 100 million girls by implementing an integrated programme and influence approach. Strengthening Monitoring Evaluation and Research and Knowledge Management (MER & KM) function is one of the significant current initiatives across Plan International to help to transform the lives of 100 million girls so that they can learn, lead, decide and thrive. MER function supports to enhance programme quality and improve programme outcomes to bring sustainable changes in the lives of children and adolescents, especially girls. Along with the MER&KM unit at central Level, in the Cox’s Bazar Project offices, the team works to contribute the MERL objectives.

Reporting to the Monitoring & Evaluation (M&E) Specialist, the Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator will be responsible for ensuring the MEAL tools to execute the process and progress monitoring of the projects and facilitate the processing of sensitive EiE, CPiE, Livelihood and SRHR relevant data in a timely and accurate manner while providing regular trend analysis in line with Data Sharing Protocols and confidentiality. S/he is responsible to build the capacity of partners staff members on process monitoring, accountability and learning harvesting and introducing feedback mechanism with the participation of community groups. The incumbent will also be responsible for preparing periodical narrative and formative reports, sectoral and consortium reports. Coordinating to conduct Post Distribution Monitoring, Annual Outcome Monitoring, and relevant assessments s/he will support to organize training/workshop for capacity building and packaging learning from the assigned projects.

Dimensions of the Role

Budget/Asset management:

The position holder does not have delegated of authority for expenditure.

Direct and indirect reports:

The position holder does not have direct reports.

Communications requirement:

Internally, this position holder will hold continuous communication with the Programme Managers, Project Managers, Technical Specialists, at Teknaf, Ukhiya and Cox’s Bazar Programme Offices.

External communications requirement involves Partner NGO, different sectors, consortium, MEAL Working Groups, networks of national and international NGOs.

Risk management:

In accordance with Plan International’s Ethical MERL Framework and Safeguarding Children and Young People Policy, the organisation is committed to ensure that the rights of the children, adolescents and youth who are participating in the researches and evaluations are respected and protected. Therefore the position holder should be proactive in ensuring all ethical issues in line with that throughout the research and evaluations activities.

Reach/breadth of the post/ or area of responsibilities:

Under the supervision of Monitoring and Evaluation Specialist, the MEAL Coordinator will be responsible for designing and providing technical supports to ensure appropriate Monitoring, Evaluation, Accountability and Learning system in the assigned projects. S/he will coordinate the MEAL interventions through the implementing partner NGOs, conduct process and progress monitoring, guideline and coordinate the studies done by external consultants, strengthen accountability following Child Friendly Feedback Mechanism. S/he will disseminate findings effectively to programmes and projects to support formulation of management responses for programme development, improvement and replication. This position holder will collect and compile learning periodically from various functions of the organization.

Accountabilities

**Objective 1: Monitoring, evaluation and learning (MEL) frameworks of projects are implemented at project level that allow capturing and dissemination of high quality evidence on project progress for internal learning and external reporting as well as beneficiary accountability.**

**Indicators for success:**

* Works with M&E Specialist for developing M&E matrix and tools and establishes technical standards of implementation in consultation with relevant Project Managers and specialist.
* Update Output tracking sheets, tools for measuring the progress towards outcome for all activities of projects, validates data received from the field staff and measures progress of the planned outputs.
* Collect information from the projects/programmes and collaborates thorough for the monthly progress reporting and quarterly output monitoring
* Supports Project Manager for developing monitoring plans and capturing quantitative and qualitative data.

**Objective 2: Projects/Programme including implementing partners have a functional M&E system and conducts quality assessments to determine the validity, reliability, and integrity of performance data gathered to monitor programme performance.**

**Indicators for success**:

* Ensure effective and quality implementation of M&E tools, validating data visiting to the field, capturing learning and reporting findings to the respective managers and M&E Specialist.
* Verify outputs and outcome data received from the field to validate achievements.
* Conducts systematic regular follow-ups in communities, schools and households level to check the results both at output and outcome level.
* Engages community and other stakeholders in monitoring and collects their reflections about the outcomes of the projects.
* Support fieldwork of the Baseline Study, Mid-term and End line evaluation of the projects by assisting the consultant and BCO team.
* Ensure that the project and their partners have a computerized database including possible for managing and analysing M&E information that projects/programme can use their regular management decisions and further programme quality improvement

**Objective 3: Provide technical support to roll out feedback mechanism, learning harvesting and support regarding project specific report.**

**Indicators for success**

* Develop and establish accountability and feedback mechanism for each project through adopting Child Friendly Feedback Mechanism (CFFM) guidelines and inter-agency tools and take necessary initiatives to enhance capacity and Flow Chart and reporting protocol in collaboration with the respective programme managers, project managers and the respective staff.
* Participate in different project meetings to get key information about experiences and work with other agencies where appropriate.
* Develops and maintains an effective mechanism for quarterly learning harvesting through existing learning harvesting mechanism.
* Information support to prepare monthly/quarterly/annual monitoring report for the program team and for the donors.
* Compiles Monthly Project Implementation Report and compile Country Quarterly, Annual and project completion Reports for the projects.

# Child protection, gender equality and inclusion

* Ensures that Plan International’s global policies for Child Protection (CPP) and Gender Equality and Inclusion (GEI) are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International’s Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.

Key relationships]

Working contacts inside and outside the organization, include the purpose and level (high, medium, low) of the contact

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| 1. **Internal Contact:** | | |
| **Position** | **Reasons for contact** | **Level (high, medium, low)** |
| Manager (HR & OD) | Review of JDs, technical support on performance management, HRIS maintenance, of direct report and project staff, project staff capacity building | Low |
| Program and Project Managers | For technical support in developing implementation process guideline and quality project implementation | High |
| Monitoring and Evaluation Specialist | For technical support of developing tools, results based monitoring, baseline studies, Project Evaluation and other different studies | High |
| ECD/EiE/SRHR/GBV Specialist(s), Coordinators, | Review for tools finalization and sharing monitoring findings for quality improvement | Medium |
| 1. **External Contact:** | | |
| Sector/Consortium | For sharing Information and attending Coordination meeting on reports and MEAL | Medium |
| Other service provider | As per project need | Low |

Technical expertise, skills and knowledge

**Knowledge, Skills and Behaviours Required to Achieve Role’s Objectives:**

**Essential Educational Qualifications and work experience**

* At least a postgraduate degree, preferably in Sociology, Anthropology, Economics, Development Studies, Statistics or another relevant field;
* At least 2-3 years’ experience to work in Monitoring, Evaluation, Accountability, Learning, Research or Knowledge Management field at national or international development organizations

**Skill & Ability**

* Basic knowledge and skills in monitoring and research approaches, methodologies and tools.
* Ability to coordinate MEAL functions of multiple projects in critical context with minimum supervision
* Competent in designing and conducting qualitative and quantitative data collection with little support.
* Skill in using data collection and analysis software like MS Excel, KoboToolBox, SPSS and Power BI.
* Good communication skill and ability to present findings, learning and best practices internally and externally
* Ability to coordinate M&E staff members of multiple PNGOs
* Willing to provide maximum working time for monitoring field visit

**Desirable**

* Good knowledge and understanding of standards and principles on DO NO HARM, CHS and AAP
* Experience in working with Education in Emergencies, Child Protection in Emergencies, Sexual and Reproductive Health Rights, Disability Inclusion, Livelihood relevant interventions.
* Positive team spirit, adopts a team style which adds value to work and reinforces good working practices
* Demonstrates an understanding about the Safeguarding of Children and Young People Policy and compliance, applies the possible protection measures within the scope of job, and provides inputs for strengthening safeguarding measures.
* Willingness to work for and on behalf of the organization at the time of disaster within Plan working areas or outside.
* Fluency in English, written and spoken. Understanding and speaking local language of Cox’s Bazar or Chittagong is an advantage
* Skilled in preparing dashboard using data visualization software like- PowerBI, Data Studio etc.
* Leadership skills to coordinate a team of M&E staff members of PNGOs

Plan International’s Values in Practice

**We are open and accountable**

* Promotes a culture of openness and transparency, including with sponsors and donors.
* Holds self and others accountable to achieve the highest standards of integrity.
* Consistent and fair in the treatment of people.
* Open about mistakes and keen to learn from them.
* Accountable for ensuring we are a safe organisation for all children, girls & young people

**We strive for lasting impact**

* Articulates a clear purpose for staff and sets high expectations.
* Creates a climate of continuous improvement, open to challenge and new ideas.
* Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
* Evidence-based and evaluates effectiveness.

**We work well together**

* Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
* Builds constructive relationships across Plan International to support our shared goals.
* Develops trusting and ‘win-win’ relationships with funders, partners and communities.
* Engages and works well with others outside the organization to build a better world for girls and all children.

**We are inclusive and empowering**

* We empower our staff to give their best and develop their potential
* We respect all people, appreciate differences and challenge equality in our programs and our workplace
* We support children, girls and young people to increase their confidence and to change their own lives.

Physical Environment

Based at Teknaf Project Office the MEALC need to ensure rigorous travel to different camp and host community areas in multiple upazilas in Cox’s Bazar district.

Level of contact with children

Mid contact: Occasional interaction with children