

Vacancy: Global MEAL Coordinator

Help – Hilfe zur Selbsthilfe: We are a non-profit, independent organization, which was founded during the war in Afghanistan in 1981 and is now active worldwide in 26 countries. Help provides rapid assistance in the event of disasters, sustainable reconstruction, and long-term development assistance for and with people in need, especially in Africa, Asia and Europe.

Quick facts

- Duty Station: Bonn, Germany
- Reporting to: Head of Programme Department
- Working hours: 39h/week
- Duration: initial 2-year contract with option to extend

Overall Job Purpose

The role of the Global Monitoring, Evaluation, Accountability, and Learning (MEAL) Coordinator is to support better performance and greater accountability by implementing systems that support evidence-based program management at all levels of the organization, from headquarters to programme countries. The MEAL Coordinator will provide the technical support to the design of methodologies and tools to ensure the availability of clear and accurate information at the program level while having a central role in data management and quality by designing a global MEAL system which adheres to the Global MEAL Policy, international standards for quality, and the guiding programmatic policies and procedures of the organization. The MEAL Coordinator will harmonize global MEAL systems of the organization and ensure that data flows automatically back to headquarters from the country programmes, enabling the programme staff to enhance their monitoring capabilities. Furthermore, technical advice and building capacity of staff at headquarters and worldwide through the establishment of a MEAL network shall be essential. The role holder will also support in project development including preparation and management of the MEAL budget, staffing plan and project design.

Key responsibilities

- ▶ Mainstream the Global MEAL Guidelines across all related MEAL activities at HQ level as well as programme country level and ensure policies, guidance notes and processes for monitoring, evaluation, and accountability are functional at all levels.
- ▶ Map and detail the navigation, selection, application, and adaption of existing guidelines, tools, and templates at the relevant stages of the project cycle.
- ▶ Develop guidance and standards methodologies for the collection and analysis of data to allow for comparison and aggregation across time and the different projects.
- ▶ In coordination with the Head of Programme and MEAL Focal Points in programme countries, establish a reliable participatory MEAL framework.

- ▶ Design full MEAL procedures and operating plans and develop harmonized data collection tools involving the different stakeholders.
- ▶ Ensure that accountability to affected populations data is collected routinely throughout the project cycles, enabling evidence-based programming and corrective action.
- ▶ Develop data gathering strategies and harmonize data collection, analysis and reporting flows for projects in programme countries and ensure data flows upwards through digital solutions to HQ
- ▶ Collaborate with Help's IT solution providers to develop and maintain the MEAL technology system, including updating, troubleshooting, and promptly addressing all problems as they arise.

Programme Design and Representation

- ▶ Design and advise on needs assessment and situation analysis through various approaches (e.g. direct data collection, secondary sources, problem tree analysis, SWOT analysis) and ensure that needs assessment and project design are linked and widely used throughout the organization.
- ▶ Support to program and MEAL teams worldwide with advice on results framework, theory of change, logframe and MEAL plan including indicators for existing and new projects.
- ▶ Identify the budget/resources needed for MEAL activities of projects.
- ▶ Represent the organization in interorganizational MEAL working groups and vis à vis donors.

Data Analysis and Processing

- ▶ Determine appropriate data collection tool based on the purpose, advantages and disadvantages of mobile data collection techniques.
- ▶ Design simple and complex sample questionnaire using Kobo and/or other tools
- ▶ Support/Advise in the usage of mobile data collection tools (OKD collect, Kobo collect, etc.)
- ▶ Develop guidance and standards methodologies for the collection and analysis of data to allow for comparison and aggregation across time and the different projects.
- ▶ Support MEAL and programme teams in conducting statistical analysis.
- ▶ Develop spatial data from maps, documents, and other data sources for reporting and donor communication.

Required Qualifications & Experience

- ▶ Master's-level or a higher degree in social sciences, statistics, or international development, with experience or background in M&E and information management.
- ▶ Minimum of 5 years of applied experience with a humanitarian organization in designing, implementing, and overseeing monitoring and evaluation tasks.
- ▶ Experience with M&E approaches for key donors such as GFFO, BMZ, ECHO, EU, UN etc.
- ▶ Experience in database design and other tools for information management
- ▶ Experience in use of qualitative and quantitative software for data analysis and mobile data collection
- ▶ Language skills: English with German and/or French a distinct advantage.

We offer:

- ▶ A demanding and meaningful activity with responsibility
- ▶ An international working environment characterized by a high level of commitment and team spirit
- ▶ Flat hierarchies, flexible working hours (trust-based working hours), mobile work agreement for positions eligible to mobile work (with minimum days onsite in Bonn)
- ▶ Performance-related, attractive remuneration; related to the TVÖD (Collective wage agreement for German civil servants)
- ▶ Christmas bonus
- ▶ 30 days of annual leave, additional 3.5 days off (Christmas Eve, New Year's Eve, Shrove Monday, Women's Carnival half day)
- ▶ Option to purchase a job ticket

If you meet the above requirements, we would be pleased to receive your application incl. your salary expectations and earliest availability (**please only: cover letter, CV, professional qualification, certificates as well as three references in a file attachment and max. 5 MB data volume!**) until **30th April, 2024** addressed to: bewerbung@help-ev.de.

Please note that only shortlisted candidates will be contacted. Please also state in your application where you found the job advertisement. People with disabilities will be given preferential treatment if they are suitable for the position. Further information on our work can be found at www.help-ev.de.