



Job title: Monitoring, Evaluation, Accountability and Learning (MEAL) Officer

Reporting to: Monitoring, Evaluation, Accountability and Learning (MEAL) Manager

Supervision: Non

Programme key objectives

Reporting to the Monitoring, Evaluation, Accountability and Learning (MEAL) Manager, The Monitoring, Evaluation, Accountability, and Learning (MEAL) Officer manages information and reporting processes and products to ensure professional, high-quality communication about R4H's programmatic activities and results. The MEAL Officer also play an important role in improving information management and data quality, and in strengthening knowledge sharing and learning across the organization and with the international health and development communities. The MEAL Officer is responsibility for full-cycle monitoring and evaluation of R4H's programs, developing appropriate methodologies and tools to design evaluations. The MEAL Officer provide support in planning, implementation and ensuring qualitative and quantitative monitories to assess R4H projects are on track. The MEAL officer ensures the data collection, analysis, documenting learnings, evaluate impact and also ensure accountability and efficiency for project in the field. He/she will support in developing analytical reports for project management and support in coordination with the relevant stakeholders and also support in development of IEC material and case studies for the projects.

Core responsibilities of the role:

- Compilation of Program reports (Bi-weekly, Monthly, Quarterly, annual)
- Regularly maintaining and updating the Sample Transport Database
- Assist in Route Optimization pull system program
- Provide technical support to couriers on the use of Commcare and other e-health applications
- Ensure data submission compliance by couriers
- Follow-up on any data related Sample Transport issues with relevant stakeholders
- Provide technical support during surveys/studies/evaluations/trainings for the Sample Transport Program
- Support and mentor partners in the use of digital data in M & E processes
- Knowledge management (documentation of best practices/lessons learnt/success stories/case studies)
- Provide support during implementation of Data Quality Assessments
- Represent R4H in M & E technical meetings and workshops
- Carry out information-finding and internet-based research as and when necessary
- Ensuring proper information flow between staff, i.e. Couriers, technicians, etc.

- Support all M&E initiatives for project including monitoring, quality data collection, tracking the progress of activities and contributing to staff capacity building initiatives as necessary.
- Support project management in creating a framework and procedures for monitoring and evaluation of the project activities;
- Support Project Management in defining and implementing the key project performance indicators as well as monitoring them throughout the project period;
- Support Program Managers and other project staff on ways to properly document, organize and capture the project progress;
- Draft tools and their revisions as well as the data collection procedures under supervision of MEAL Manager (e.g. logical framework, project performance tracking, indicators, data flow chart, M&E manuals)
- Support R4H Programs in reviewing the performance of existing management information systems to help identify potential modifications or resources;
- Identify strengths and weaknesses in existing data collection and management systems and propose solutions to Meal Manager
- Analyse changes and patterns in Key Performance Indicator data and performance reports to support the Project management;
- Manage, maintain and update monthly database on regular basis;
- Support and participate in project/program evaluations;
- Document lessons learnt and good practices and share them with all concerns

QUALITIES & BEHAVIOURS

QUALIFICATIONS	<ul style="list-style-type: none"> ⇒ Bachelor’s Degree in Development studies, Demography, Statistics, Social Science, Economics, Public Health, Computer Science, Information Technology or related field from recognised and accredited institution. ⇒ 5 years of relevant work experience, with a strong preference for experience from an NGO. ⇒ Practical work experience from at least one of the following areas: Capacity building, Accountability and Complaints handling, Planning, Monitoring, Evaluation and Reporting ⇒ Knowledge and experience of computerized M&E systems is an advantage ⇒ Knowledge of statistical software (such as SPSS, STATA, and SAS) ⇒ Excellent communication skills.
PERSONAL QUALITIES	<ul style="list-style-type: none"> ⇒ Positive attitude ⇒ Enthusiastic and hard working ⇒ Concern and commitment to quality ⇒ Flexible outlook and adaptable approach ⇒ Proactive approach ⇒ A natural leader comfortable with making difficult decisions ⇒ Team player ⇒ Highly motivated by and committed to the vision and mission of Riders for Health
COMMUNICATION	<ul style="list-style-type: none"> ⇒ Solid communication skills ⇒ Good interpersonal skills to establish effective working relationships ⇒ Good listening and oral communication skills ⇒ Adaptable approach
WORK ETHIC	<ul style="list-style-type: none"> ⇒ Concern and commitment to quality ⇒ Flexible outlook ⇒ Proactive approach ⇒ Team player
ROLE SPECIFIC	<ul style="list-style-type: none"> ⇒ Ability to gain the commitment of other staff to follow procedures and controls ⇒ Excellent written skills with proven ability to write and edit a range of documents ⇒ Conscientious approach with excellent attention to detail ⇒ A high level of personal organisation, able to prioritise and meet deadlines