**JOB TITLE:** Monitoring, Evaluation and Accountability Learning (MEAL) Officer

**DIVISION / DEPARTMENT / LOCATION:**  

**JOB FAMILY:** Programme  

**SALARY:**  

**LEVEL:** D1

**OXFAM PURPOSE:** To work with others to find lasting solutions to poverty and suffering.

**TEAM PURPOSE:** To work with others to achieve positive changes for people in the Philippines who are poor and vulnerable to hazards. The Eastern Samar team will work closely with a range of key stakeholders, including government, communities and CSO partners, to support equitable and sustainable recovery processes from typhoon Haiyan as well as strengthen disaster risk reduction at the community level. The overall aim of this work is to ensure a more resilient future for typhoon affected communities. The Team will work in an integrated way, with gender, protection and advocacy considerations fully incorporated into all areas of Oxfam recovery programming, including livelihoods, DRR and WASH.

**JOB PURPOSE:** To work with field staff, communities and partners in Eastern Samar in ensuring that effective and relevant monitoring and evaluation plans and systems are in place. The post will also ensure Oxfam GB’s accountability to all stakeholders by developing a functional and appropriate complaints or feedback mechanism that can input into programme designing and implementation.

**REPORTING LINES:**  

Post-holder reports to: Deputy Programme Manager  
The post-holder will also have significant relationships with MEAL colleagues in Manila as well as the Media, Advocacy and Communications (MAC) department.

Staff reporting to this post: 3 MEAL Assistants

**BUDGET RESPONSIBILITY:** No

**DIMENSIONS:**

- Developing of responsive and appropriate MEAL plans, systems and database which integrate the cross-cutting targets and results across all programmes.
- Assisting local partners in developing and maintaining MEAL plans and systems and ensuring that partners are equipped with the required skill to undertake the plan and maintain the system.
- Establishment of feedback mechanism among partners and beneficiaries, ensuring proper documentation and its relevance to current implementation strategy and future programming.
- Ensuring the accuracy, relevance and timeliness of data as reflected on internal (OPAL)
and external reports to donors, local government units, partners, beneficiaries, among others.

- Supervising three MEAL assistants and ensuring clarity of roles, delegation of tasks and quality (such as accuracy and timeliness) of reports submitted.

**KEY RESPONSIBILITIES:**

- Lead in developing a relevant and appropriate monitoring and evaluation plan and system for the Guiuan base which reflects the livelihoods, DRR and WASH programmes and integrates the cross-cutting advocacy, partnership, communications, gender and protection targets and results.
- In coordination with programme heads and team leaders, ensure that the format, process and system of reporting are well-agreed and observed.
- Assist partners in developing MEAL plans during project planning and develop appropriate database systems and ensure that partners are equipped with the required skills in implementing the plans and maintaining the systems.
- Ensure that the cross-cutting themes such DRR, gender and protection are integrated in the partners’ MEAL plans and systems.
- Lead in developing a responsive, functional and appropriate feed backing mechanism which can improve current project implementation and guide future programming.
- In coordination with programme heads, Partnership and Support Compliance Officer and local partners, conduct periodic monitoring field visits and ensure the documentation of field visit results.
- Ensure that MEAL process, systems and procedures are upholding the safety and dignity of stakeholders. In coordination with the Gender and Protection Officer, ensure that all MEAL staff are oriented on proper and appropriate conduct during data gathering and field visits.
- Assist in providing and uploading of information to the OPAL and ensure the accuracy of the data and files being uploaded.
- Ensure the accuracy of all data presented in reports to stakeholders including to donors, local government units, partners, community beneficiaries, among others.
- Devise and manage a MEAL training programme with the goal of increasing capacity and awareness of MEAL for all staff, including regular and scheduled inductions on MEAL for all new staff (if needed)
- Promote all aspects of MEAL to support the creation of an organisational culture which prioritises quality programming and promotes meaningful participation
- Support proposal development processes by providing inputs to narrative and financial planning, including the development of appropriate (SMART) indicators, costing for MEAL activities and contributing to Performance Management Plans
SKILLS AND COMPETENCE:

Essential

- Significant monitoring and evaluation experience (4 years+) in humanitarian or development contexts.
- Quantitative and qualitative data collection and analysis tools
- University degree, preferably in statistics, information management, management, social sciences or related fields.
- Proven track record and experience in developing M&E plan, systems and database using MS office applications (Excel or Access)
- Strong knowledge and proven experience on developing and analyzing logical and conceptual framework.
- Ability to train partners and staff on developing and maintaining the M&E system
- Strong analytical and critical thinking skills.
- Excellent written and oral communications skills in English.
- Strong interpersonal skills and ability to work in a diverse team and manage complex and sensitive organisational relationships.
- Demonstrable understanding of and commitment to promoting gender equity and the interests of marginalised people.
- Enthusiasm for and commitment to Oxfam’s values and mission.
- Ability to manage complex workloads and deliver work to tight deadlines.
- Ability to travel frequently and stay in difficult environments.

Desirable

- Experience of working in closely with civil society organisations, national and international NGOs, and other development agencies and managing partnerships.
- Familiarity with Sphere and Humanitarian Accountability Partnership (HAP) principles.
- Excellent knowledge of inclusive, community-based Disaster Risk Reduction and Management with a strong understanding of gender and protection considerations Sound political judgment and sensitivity.
- GIS mapping, Management of teams.

OTHER: The post-holder may be required to work out of hours or on weekends and is expected to visit disaster-affected areas regularly.

This job description is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments following discussion with the post holder. The post holder will be expected to work to agreed objectives, which should facilitate achievements of the key responsibilities in accordance with the Performance Review Process.