



JOB DESCRIPTION

MEAL Officer

Location: Fair Trade Lebanon- Hazmieh

Type of Contract: Limited Agreement

Languages Required: Excellent writing skills in English / French is a plus

JOB SUMMARY

We are looking for a Monitoring, Evaluation, Accountability and Learning (MEAL) Officer who will be responsible for the design, coordination and implementation of the Monitoring, Evaluation, Accountability and Learning framework of the projects. He/she will develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered by the projects as per donor specifications

ROLES AND RESPONSABILITIES

1- Setting up the system:

- Assists in the development of the overall framework, for projects MEAL for example mid-term project review, impact assessment, final evaluation, develops project Performance Monitoring Plan with relevant data collection systems.
- Reviews the quality of existing data, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.
- Develops baseline data for each project component and for all project indicators.
- Develops a plan for project-related capacity-building on MEAL and for any computer-based support that may be required.
- Suggests tools and procedures to improve MEAL function of the organization
- Undertakes trainings on MEAL as required.

2- Implementation of MEAL and Coordination:

a. Data Collection and Archiving

- Collects data on a regular basis to measure achievement against the performance indicators.
- Checks data quality.
- Maintains and administers the MEAL database; analyzes and aggregates findings.
 - Prepares and files all financial indicators of the projects
 - Files and archives all financial reports and supporting documentation for funders

b. Monitoring and Evaluation

- Assists in monitoring the grant budgets and expenditures to ensure targets are met
- Supports project progress reporting, project mid-term review and final evaluation.
- Identifies lessons learned and develop case studies to capture qualitative outputs of the project.
- Provides advice to the supervisor on improving project performance using MEAL findings.
- Supervises the preparation of project-based Monitoring, Evaluation, Accountability and Learning plan
- Supervises the preparation of project-bases evaluation plan
- Supervises monitoring and evaluation of all projects activities to ensure the goals have been achieved
- Evaluates impact of the projects as per defined baseline

3- Communication:

- Produces reports on MEAL findings and prepares presentations based on MEAL data as required.
- Provides the Project Department with management information she/he may require.
- Checks that monitoring data are discussed in appropriate forum and in a timely fashion in terms of implications for future action. If necessary, creates such discussions to fill any gap.
- Performs other duties as may be assigned by the Program Manager

ACHIEVEMENTS INDICATORS

- Delivering expected outputs in a structured and professional manner
- Meeting deadlines in accordance with work plan
- Adherence to the Fair Trade standards, policies and guidelines
- Adapting and coping with change
- Communication respectfully with beneficiaries and other stakeholders

QUALIFICATIONS

- Minimum of 2 years of relevant work experience in Development and MEAL related field
- Experience in designing & facilitating training programs, participatory programs
- Willingness to travel to multiple field sites within Lebanon
- Collaborative team player
- Drives results
- Ability to analyze and systematically compile technical and statistical information
- Knowledge of grants and grant administration systems, processes and budgeting.

PREFERRED SKILLS

- Willingness to commit to the Fair Trade standards
- Good communication and interpersonal skills

- Strong organizational skills
- Good cultural awareness and sensitivity
- Strong communication skills
- Good time management
- Creative and spreads energy
- Engaged in developing self and others
- A high degree of self-motivation
- Good knowledge of English and Arabic, French is plus

APPLICATION SUBMISSIONS GUIDELINE:

- Interested applicants to send their cover letter and CV to careers@fairtradelebanon.org
- Only shortlisted candidates will be contacted.