

Habitat for Humanity International in Cambodia

Job Description

Name of Position	Monitoring and Evaluation, Accountability and Learning (MEAL) Manager
Job Grade/Class	9
Current Holder	<i>Open Position</i>
Based at (Location)	Phnom Penh
Reports To	Resource Development Manager
Direct Subordinates	Research and PDMEAL Coordinator
Assets under Control	To be specified

Core Functions

Reporting to the Resource Development Manager, the MEAL Manager leads the development and implementation of Monitoring, Evaluation, Accountability and Learning (MEAL) strategy for Habitat Cambodia. The holder of the position will play a major role in providing technical support to country strategy development including tracking of delivery using appropriate MEAL tools and processes, ensuring that information collected is reflected upon, used to improve ongoing programs, and is incorporated into consistently high quality MEAL reports and products. This position also leads building capacity for MEAL among program and project staff.

Main Tasks

Provides leadership in the development and implementation of MEAL Strategy for Habitat Cambodia's National Office ("NO") and ensure that these are in accordance to HFHI MEAL Guidance and policies as well as appropriate industry good/best practices.

Play a critical role in the development of country strategy, programs and projects by providing guidance on processes, tools and information required. This includes providing guidance on result-based design, monitoring and evaluation practice.

Set up MEAL systems to ensure efficient management of information that are responsive to the needs and requirements of Habitat, donors, communities and other relevant stakeholders.

Ensure that systems and processes developed enable key stakeholders/communities to meaningfully participate in design, implementation, evaluation and learning stages. This will include setting up of Community-based feedback mechanisms that are accessible to the stakeholders for them to be able to provide feedback accordingly.

Develop products for various internal and external stakeholders to demonstrate program performance and inform program improvement and learning.

Provide leadership in development of evaluation and learning agenda for the NO. This includes design and management/ execution of program research and evaluation activities (including baseline, mid-term endline studies) or working with partners / consultants in the delivery of quality evaluation reports and products. Emerging issues and action plans should be coordinated to relevant manager partners for at all times for timely/appropriate corrective measures.

Develop capacity building activities to relevant staff/partners/stakeholders on the various components of the MEAL system to enable them to contribute and deliver their expected roles as well as to benefit from the services provided by the system.

Participate and /or internal and external MEAL groups/networks to keep abreast with the developments in MEAL practice.

Authorities and Authority Limits

1. Assign MEAL assets to relevant staff as needed
2. Decide on placement of information boards within project areas.
3. Provide Habitat Cambodia's information to various legitimate partners.

Deliverables/ Performance Measurement Indicators

1. Tasks, support and contributions are of quality and achieved/delivered in a timely manner.
2. MEAL administration delivered satisfactorily.
3. Level of satisfaction of beneficiaries and donors remain continually high and expectations are well managed.
4. MEAL strategy for the country programs developed and updated as needed.

Skills/Competencies and Experience

1. Uphold and fully committed to Habitat for Humanity Vision, Mission Statement and Mission Principles.
2. At least five years' experience in humanitarian/development project monitoring and evaluation with direct responsibility for conducting evaluations, statistical and qualitative analysis with proven record of success
3. In-depth field experience and leadership in participatory rural appraisal methodology
4. Strong technical expertise in strategic planning, evaluation, and social investigation, qualitative and quantitative analysis, multi-site evaluations, and standards of evaluation
5. Adult training and facilitation skills preferred
6. Demonstrated ability to work effectively within a team
7. Excellent command of English, both written and spoken with demonstrated experience as a lead for the draft of complex reports (samples will be asked as part of the recruitment process)
8. Decision-making and problem solving skills
9. Willingness to spend at least 30% of her/his time in the field

10. Must be able to travel to field locations.
11. Strong commitment to people-centered development and accountability to beneficiaries
12. Experience in implementing foreign-funded government projects

Supervisor (signature/name): _____

Date: _____

Incumbent (signature/name): _____

Date: _____