

# Monitoring, Evaluation, and Learning (MEL) Coordinator

Location: [Europe & the Middle East] [Jordan]

Town/City: Amman

Category: Programme Effectiveness

**Position: Monitoring, Evaluation, and Learning (MEL) Coordinator**

## **WORK CONTEXT / BACKGROUND:**

In keeping with changes in the conflict and commensurate shifts in humanitarian access, WV's presence inside Syria has been evolving since 2011. Cross-border programming into Syria first began in May 2013, with projects in North Syria managed from Gaziantep in Turkey. In mid-2016, WV opened cross-border programmes in Dara governorate, South Syria, managed from Jordan. Soon after, WV began supporting partners in Central Syria. By 2017, WV started operational planning for new programming in North East Syria with the aim of eventually setting up a formal area office, based in Hassakeh governorate. World Vision's expansion has also shaped the need for effective monitoring of operations, mainstreaming and complying with humanitarian standards, assessing the impact of programs and efficient management and use of information.

## **PURPOSE OF THE POSITION:**

The Monitoring, Evaluation and Learning Coordinator will be responsible for operationalizing the M&E processes in alignment with World Vision & international humanitarian principles, provide capacity building for WV staff and partners, working with the MEL team to improve specific monitoring and evaluation tools, the analysis of information collected and presentation of data and liaise with technical staff to ensure program quality. The role also coordinate all MEL tasks & communication with internal & external platforms under the leadership and guidance of the MEAL

Manager

## **MAJOR RESPONSIBILITIES**

### **M&E Planning and Management (Baseline, Evaluations, Monitoring & Learning)**

- Support Syria wide program in developing new projects by providing required secondary data on the context and thematic areas, learning from previous projects, and primary data from needs assessments.
- When baselines are run by external parties (external to WV), develop ToR according to WV quality standards and donor requirements, oversee the entire process and ensure quality of all deliverables.
- Ensure all WV projects (direct & partner implemented) have baselines for outcome level indicators.
- When end line evaluations are run by external parties (external to WV), develop ToR according to WV quality standards and donor requirements, oversee the entire process and ensure quality of all deliverables.
- Ensure key findings from the measurement processes (baselines, monitoring and evaluations) are shared with World Vision management and external entities as advised by the MEAL manager.
- For assigned projects, develop a Monitoring and Evaluation (M&E) system (comprehensive log frame, M&E plan and indicator tracking table, data collection tools, information flow, reporting and review) consistent with the WV DME framework, as appropriate, and in accordance with specific donor requirements.
- Develop tools to gather relevant data according to donor and WV log-frames.

- Ensure all M&E data, reports, and records are clearly organized archived in a central location for future reference.

## **Monitoring, Implementation & Reporting**

- Ensure the effective functioning of the M&E system and that the outputs of this system reach WV management and other stakeholder on an accurate and timely manner.
- Manage and ensure routine data collection and reporting at Syria wide level (ex. monthly bens reach, Strategy KPIs)
- Ensure project level ITT are updated with accurate data on a monthly basis and key findings are shared with management at the program review meetings.
- Ensure that monitoring incorporates and consider aspects at output, process, context and outcome levels for assigned projects and that appropriate data collection and reporting tools are developed and used.
- Synthesize and analyze M&E quantitative and qualitative data received on a monthly basis.
- Ensure effective monitoring through regular field visits (most likely remotely through WV field team), conducting data verification, quality assessments and reporting the findings.
- Ensure a master beneficiary database is developed for the projects and is updated regularly.
- Ensure a master indicator database is developed for the project and is updated regularly.
- Review monthly and periodic donor and Government reports produced by

projects/programs to ensure compliance with recommended M&E guidelines, formats and programming standards.

- Design, oversee and report on post distribution/ implementation/ monitoring/end to end verification surveys as required by projects.
- Ensure that projects' MEL systems and reporting clearly reflect WV's contributions to the well being of children, especially the most vulnerable.
- Support Project Managers in preparation of donor reporting by providing information coming from monitoring findings and data collected from field staff in a timely manner.

### **Learning & Quality Assurance**

- Organize and lead learning and innovative opportunities aimed at improving project effectiveness, particularly in supporting the use of real time monitoring data for programmatic decision making
- Work with Information Management Coordinator to ensure projects have a system to track information produced to help report to donors and the management.
- Determine information gaps, develop ToRs, supervise consultants and research teams; undertaking capacity building activities for staff and other stakeholders with a view to improve monitoring and documentation of programs.
- Coordinate periodic review with partners to facilitate dialogue and intentional learning and reflection from assessments, program progress monitoring etc, to improve project implementation and project quality
- Work with partners to ensure quality programming and adherence to minimum standards including World Vision International MEAL standards, values and principles,

SPHERE and other sector standards and protocols as well as the mainstreaming of cross-cutting themes (Gender, Protection and Disability)

### **Communication, Management and Capacity Building**

- Effectively supervise and support a remote team of M&E officers, coaching for improved performance
- Organize and facilitate trainings on MEL functions for capacity development and awareness with implementing partners and WVI field staff.
- Orient new partners and staff to MEL requirements of their projects and their role in ensuring an effective MEL system for the project.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Bachelor Degree preferably in the field of social sciences, statistics or development studies
- Minimum of 3 years of experience in the field of MEL, especially in emergency context and grant funding is critical.
- Proven experience in establishing a fully functional MEL system for an organization that's supported by bilateral & multilateral international donors serving more than 100,000 beneficiaries within a period of 12 months.
- Proven experience in leading Surveys (mix methodologies) from designing to report writing.
- Proven experience in team management and local staff capacity building

- Proven experience in establishing MEL systems for sub grantees and local partners.
- Experience in coordinating MEL functions at a national level for an INGO covering some of the following sectors / thematic areas is critical: Health, Cash, Food, WASH, Shelter, Education, Child protection and Livelihoods.
- Previous engagement with the Syria Crisis response in Turkey, Syria, Lebanon, Jordan & Iraq can be an advantage
- Thorough knowledge of World Vision processes such as Child-Wellbeing, Syria response M&E framework would be an advantage.
- Fluency in written and spoken English is required.
- Fluency in the local language (Arabic) will be an advantage. (preferable)
- Thorough knowledge in quantitative and qualitative data collection methods, and analysis is essential, Especially the use of SPSS / “R” software’s for quantitative analysis.
- Thorough knowledge in writing technical MEL reports is essential.
- Thorough knowledge on Sphere, Core humanitarian standards, child rights, human rights, DNH, HAP & DAC evaluation criteria are essential.
- Thorough knowledge on the humanitarian operations coordination, cluster operations, and major donor M&E requirements is essentials.
- Good understanding on database management and data structures.
- Thorough knowledge of World Vision processes such as Child-Wellbeing, Syria response M&E framework would be an advantage.

