

Adventist Development and Relief Agency International

MEAL Director Job Description

Background

Adventist Development and Relief Agency (ADRA) is the global humanitarian arm of the Seventh-day Adventist Church. ADRA Madagascar is part of the ADRA Network and was established in Madagascar in 1992 to provide development and relief assistance to people who need it most. Madagascar is a country in southern Africa located in the Indian Ocean. It is the fifth largest Island in the world with a population of approximately 27 million people; but it is also one of the poorest countries of the world. ADRA works in central, south eastern and south western Madagascar. Vulnerable populations are exposed to economic hardships, low access to education, scarcity of water and sanitation, poor health services, lack of food, and impacts of natural disasters. The country is prone to natural disasters, mainly cyclone and floods, but also drought due to climate change impacts and El Niño phenomenon. ADRA is most active in parts of the country mostly affected by disasters and facing malnutrition and food insecurity challenges.

Purpose of the Position:

The Monitoring, Evaluation, Accountability and Learning (MEAL) Director is responsible for the implementation, technical guidance, and integration of ADRA Madagascar's MEAL program, including providing technical support and oversight of ongoing programs and coordinating the MEAL components of new and emergency projects. This position requires extensive internal and external collaboration. The MEAL Director will represent ADRA at MEAL-related donor meetings, cluster meetings, and other inter-agency meetings and collaborate with national counterparts and other key stakeholders (Ministries of Health, Agriculture, Education, National Statistics Institute, WHO, etc) on MEAL-related issues. Within ADRA Madagascar, the MEAL Director, will coordinate closely with field-based MEAL officers to ensure that effective MEAL systems, including standardized data collection, aggregation, analysis, and evidence-based systems are in place. This position will work under the supervision of the Head of Programs.

Role Responsibilities

1. Design and promotion of MEAL Systems

- a. Adapt the ADRA MEAL system to the Madagascar country context and design MEAL procedures and operating plans for ADRA Madagascar, including various data collection tools as needed.
- b. Support the project MEAL field officers to develop project specific MEAL systems that are consistent with ADRA MEAL system and in accordance with specific donor requirements.
- c. Lead the implementation of ADRA Madagascar MEAL system (emergency & development), ensuring accountability to donors and beneficiaries.
- d. Support the creation of an organizational culture within ADRA Madagascar that prioritizes quality programming by promoting all aspects of MEAL.
- e. Work closely with the Head of Program and other members of the program team to make MEAL an integral component of project implementation.

2. Project design and planning

- a. Support the Business Development Team by taking lead in the development of results framework, theory of change, logframe and MEAL plan including indicators for existing and new projects.
- b. Ensure that all projects have effective MEAL systems in place in line with ADRA MEAL Policies and donor requirements.

3. Research, Monitoring and Evaluation

- a. Lead the design and coordination of all research activities across all projects of ADRA Madagascar, in collaboration with field MEAL officers, Technical Directors and other relevant staff of ADRA Madagascar.
- b. Ensure that ADRA Madagascar delivers on all internal M&E requirements in emergency and development programs in a timely manner and with high quality information, including reporting on ADRA International global indicators.
- c. Receive regular field monitoring and accountability reports from project MEAL officers, ensuring that action plans are included and after-action followed ups.
- d. Adapt existing ADRA guidelines, tools, and templates at the relevant stages of the project cycle, and develop appropriate data gathering strategies.
- e. Design appropriate monitoring tools and mechanisms and advise the management of ADRA Madagascar on appropriate external tools that can be adapted for use by the organization.
- f. Develop strategies for assessing the quality of collected data and lead the assessment of the data quality.
- g. Plan and implement routine data quality audits, compile the results, and develop action plans to implement corrective measures.
- h. Ensure effective monitoring through regular field visits and remotely monitoring,
- i. Ensure that ADRA's LogAlto is updated regularly and as needed.

4. Accountability

- a. Adapt the ADRA accountability to affected populations (AAP) policy and system to Madagascar context.
- b. Ensure the routine collection of AAP data throughout the project cycle, enabling evidence-based programming and corrective action.
- c. Be the focal person for ADRA Madagascar complaints and response handling system at the Country Office, working closely with designated staff at the field offices.
- d. Maintain a central register and statistics over complaints handling, and include complaints, feedback and concerns raised into learning for organizational improvement.
- e. Ensure external accountability to donors through timely and accurate reporting.

- f. Ensure that all reports are based on high quality analysis to illustrate ADRA Madagascar's impact, including best practices identified, and communicate these at appropriate events.
- g. Represent ADRA Madagascar at all relevant inter-NGO and government level MEAL meetings, unless otherwise directed by the Country Director or the Head of Programs.

5. Promoting Learning for Strategy Development and Decision Making

- a. Establish basic learning systems that incorporate program studies' findings and lessons learned.
- b. Promote a learning culture within the organization, documenting success stories, lessons learned and best practices for ongoing and future programs.
- c. Lead the transformation of experiences and individual learning into institutional learning that impacts on how the organization operates and suggest general staff capacity building programs.
- d. Conduct internal reviews and lessons learned sessions and generate practical recommendations, including follow-up after-action reviews.
- e. Ensure efficient transformation of data collected from across thematic and operational areas into information and knowledge that helps to understand impact of ADRA's work and promote learning and strategy development.
- f. Communicate top level learning and analysis reports and monitoring data to ADRA Madagascar Management and other stakeholders to facilitate timely informed decisions.
- g. Work with the Head of Program and team leaders to develop Approach Papers and other technical documents based on lessons learned from various projects.

6. Management and leadership

- a. Provide technical supervision and coordination of the MEAL officers working with the different ADRA Madagascar projects, creating a cohesive, efficient, and effective MEAL team, with clear links and reporting lines between the field/projects and country office, and between the MEAL teams and other units.
- b. Provide technical support to the MEAL teams on specific projects, assisting in troubleshooting and problem-solving when necessary.
- c. Define expectations for the MEAL team and provide leadership to enable the members of the MEAL team to effectively perform their roles.
- d. Support the Country Office in identifying the human resources needs in MEAL.
- e. Devise and manage a MEAL training program and other capacity building activities for the MEAL staff as needed, ensuring that ADRA Madagascar's frontline and technical staff members are equipped with knowledge, tools, and resources to support MEAL functions.

- f. Create and sustain a work environment of mutual respect where team members strive to achieve excellence.

7. Others

- a. Other duties as may be assigned by the ADRA Madagascar Head of Program or Country Director

Educational Qualifications

- Master's-level or a higher degree in social sciences, public health, health informatics, statistics, or international development PLUS experience working in M&E, epidemiology, public health, and health information management.

Knowledge, Skills and Experience

Essential

- A minimum of eight years MEAL experience in both emergency and development contexts, preferably with extensive experience in more than one of the following areas: Agriculture, food security, WASH and environment, education, health and nutrition, and emergencies.
- Experience with working on projects funded by USAID, UN agencies and other international donors
- Demonstrated ability to establish a confidential and effective feedback system to address and satisfy humanitarian accountability within Malagasy context.
- Knowledge of causal analysis approaches (e.g., problem tree analysis, SWOT analysis) and carry out situation analysis and assessment of needs and opportunities (with the inputs of technical specialists).
- Demonstrated skills in writing full narrative reports (needs assessments, internal reviews, progress reports) and executive summaries (writing samples will be requested before interview)
- Excellent interpersonal and communication skills including influencing, negotiation, and coaching
- Excellent cultural awareness and ability to work well in an environment with people from diverse backgrounds and cultures.
- Strongly results-oriented
- Demonstrated experience of solving complex issues
- Demonstrated proficiency in Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint.
- Fluency in written and spoken French and / or English.
- Ability to present complex information in a succinct and compelling manner
- Ability and willingness to work flexitime as the work may demand, including working outside the official hours.

- Willingness to learn and adopt new things
- Attention to detail and an investigative, curious attitude
- Ability to work with minimal supervision
- Ability to travel within and outside the country

Desirable

- Previous experience in emergency situations
- Experience in database design and other tools for information management
- Experience in use of qualitative and quantitative software for data analysis such as MaxQDA, NVivo, Atlas.ti.
- Demonstrated skills in the use of statistical software EPI-Info, SPSS, and STATA is a definite advantage
- Experience and demonstrated skills with mobile data collection platform such as Ona, KoboToolBox
- Demonstrable skills in performing inferential analysis using statistical software
- Knowledge of core humanitarian standard (CHS) and other relevant standards
- Previous experience in working in Madagascar
- Familiarity with Remote management/contingency planning
- Ability to speak Malagasy language is a plus

Personal Attributes

- Exhibit self-leadership and self-accountability in decision making, resource management and overall performance, always, adhering to the values of ADRA
- Provide an appropriate leadership that allows team members and partners to be accountable for delivering on their responsibilities, while providing the necessary guidance and resources to support their development and performance improvement; at the same time applying necessary sanctions when results are not achieved.
- Set ambitious and challenging goals for self and others in the team, taking responsibility for own personal development and encouraging others to do the same.
- Be honest, encourage openness and transparency
- Build and maintain effective relationships with the team, colleagues, members and external partners and supporters

