## JOB DESCRIPTION

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| **Job Title** | UK Monitoring, Evaluation, Accountability and Learning (MEAL) Manager |
| **Location** | 33a, Islington Park Street, London N1 1QB, UK |
| **Mission** | Medical Aid for Palestinians (MAP) works for the health and dignity of Palestinians living under occupation and as refugees. MAP is the leading UK charity delivering health and medical care to those worst affected by conflict, occupation and displacement, in the occupied Palestinian territory and Palestinian refugee camps of Lebanon. |
| **Job Purpose**  **Hours Salary** | To support the development of MAP’s MEAL systems to achieve greater coherence and maximum impact in our programmes.  Full time  £46,248 |
| **Reporting to**  **Responsible for** | Director of Programmes  None |
| **Key Internal Relationships**  **Key External Relationships**  **Contract** | UK teams; programme staff in regional offices, relevant fundraising and advocacy staff;  MAP’s local programme partners in Palestine and Lebanon, key strategic programme partners, large, restricted donors  Permanent |

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

# Duties and key responsibilities

## Developing and maintaining MAP’s MEAL systems - 50%

* Work with the UK Director of Programmes to develop MAP’s online MEAL database. Support the testing of the new system and its roll out to MAP staff and partners.
* Work with MAP programme staff to develop high quality MEAL tools for each project.
* Work with MAP programme staff to ensure that data is collected, compiled, checked for its quality and completeness in compliance with MAP and donors’ standards;
* Support the revising and improvements of MAP’s MEAL systems and processes
* Document and share learning, evidence, and data from previous projects to inform programme design;
* Support the development of surveys (e.g. baseline and end line) and the commissioning of evaluations in coordination with regional programmes staff and partners;
* Support the use of standard mobile data technology and online dashboard to enhance timeliness and quality of data collection, analysis and visualisation**;**

## Accountability to Affected Populations (AAP) – 25%

* Support the leadership of MAP’s cross-team Accountability Group which aims to embed accountability mechanisms into programming
* Support the Senior Programme Manager in meeting MAP’s commitment to the Core

Humanitarian Standards (CHS) including meeting verification requirements

* Train and mentor MAP’s programmes teams to improve accountability mechanisms at project level and at regional programme level
* Train and mentor MAP’s local programme partners on feedback mechanisms
* Input into MAP’s feedback mechanism SoPs and support ongoing training for MAP staff

## Support to restricted funding proposals - 25%

* Provide MEAL support to the Fundraising team in the development of restricted funding proposals, ensuring donors’ needs are met.
* Provide ongoing support to regional programmes teams on MEAL activities for large, restricted donor funded projects.

# PERSON SPECIFICATION

***Experience***

* Experience developing primary data collection tools, conducting data collection and entry
* Possess advanced technical knowledge of M&E approaches and techniques including Outputs, Outcome monitoring; Theories of Change, Logical frameworks, data collection, basic data analysis, accountability, and community feedback mechanisms
* A minimum of two years experience in humanitarian/development INGOs is essential;
* Health-related programme experience is highly desirable, as is experience working in emergency situations and areas of conflict.
* Experience in using MEAL databases is highly desirable

### *Skills and abilities*

* Excellent facilitation skills, and strong understanding of how to safely and accurately collect feedback from community members.
* Excellent written and verbal communication skills in English and Arabic is essential.
* Good computer skills in MS Office, especially Excel, Word and PowerPoint– with experience in writing MEAL reports.
* Experience of providing training and mentoring support on MEAL topics
* Demonstrated analytical, systematic-thinking, and problem-solving skills
* Good interpersonal, communication and networking skills and the ability to work successfully with multiple external and internal partners;
* Organised self-starter, able to work alone or as part of a team.

### *Education/training*

* + A Postgraduate degree in public health, management, business, international development, or a related subject.
  + Relevant MEAL courses and qualifications are desirable.

### *Personal attributes and other requirements*

* + Commitment to anti-discriminatory practice and equal opportunities;
  + An ability to apply awareness of diversity issues to all areas of work;
  + Commitment to the values and ethos of MAP;
  + Willingness to travel to MAP’s field-level offices
  + Able to work flexibly in emergencies and meet deadlines including some work at evenings and weekends.