

TERMS OF REFERENCE: MEAL OFFICER

Job Title: MEAL Officer (Monitoring, Evaluation, Accountability, and Learning)

Department: Programs

Reports To: Head of Programs and Partnerships

Job Summary:

The MEAL Officer is responsible for the design, coordination, and implementation and enhancement of the monitoring, evaluation, accountability, and learning framework of the EU HRD Mechanism ProtectDefenders.eu. This role involves developing tools and systems to measure the impact of the EU HRD mechanism's programs, ensuring compliance with reporting requirements, and fostering a culture of learning and continuous improvement. The MEAL Officer will work closely with program staff at the Secretariat of ProtectDefenders.eu, Consortium partners, and human rights defenders (HRDs) to ensure the effective delivery and evaluation of projects and initiatives. Additionally, the MEAL Officer will organize and participate in monitoring and evaluation activities as needed and will lead on the development of the dimension of storytelling in collaboration with relevant colleagues from the secretariat and consortium. Finally, the MEAL officer will participate as a member of the EU Temporary Relocation Platform (EUTRP) coordination team.

Key Responsibilities:

1. Reporting Framework and Tools:

- Develop, implement, maintain and adjust robust reporting frameworks and tools to track EU HRD Mechanism's program performance and outcomes.
- Ensure timely and accurate preparation of interim and final narrative reports for donors and stakeholders.
- Manage data collection and analysis processes to support reporting requirements.
- Manage and update the PD.eu intranet, ensuring access to relevant project implementation data.



- Facilitate the use of the intranet for knowledge sharing and collaboration among partners and staff.

2. Evaluation Processes:

- Design and coordinate internal, interim, and external evaluation processes.
- Conduct regular evaluations to assess program effectiveness and identify areas for improvement.
- Develop and implement methodologies for impact assessment and storytelling to highlight program achievements.
- Collaborate with relevant colleagues from the secretariat and consortium to develop and enhance the dimension of storytelling.
- Contribute to the creation of compelling narratives that highlight the impact of ProtectDefenders.eu's programs and initiatives .
- Serve as the focal point for external evaluations, coordinating all related activities and communication.

3. Monitoring, Evaluation, and Learning (MEL) with Partners:

- Collaborate with partners to align MEL activities with program goals and objectives.
- Provide technical support and capacity-building to partners on MEL best practices and tools.
- Facilitate focus groups, surveys and similar activities to gather feedback from partners and beneficiaries.
- Organize and participate in monitoring and evaluation missions involving partners.

4. Learning Plan:

- Develop and implement a comprehensive learning plan to capture lessons learned and promote continuous improvement.
- Organize learning events, workshops, and knowledge-sharing sessions to disseminate findings and insights.
- Foster a culture of learning within the organization and among partners.

5. MEAL with Secretariat Programs:

- Work closely with program staff to integrate MEAL activities into program planning and implementation.
- Provide guidance and support to ensure that MEAL activities are effectively carried out across all programs.
- Ensure that MEAL data is used to inform program design and decision-making.

6. MEAL with Human Rights Defenders (HRDs):

- Engage with HRDs to understand their needs and perspectives on program effectiveness.
- Develop mechanisms to collect feedback from HRDs and incorporate their input into program improvement.
- Ensure that HRDs are actively involved in the evaluation and learning processes.



7. EUTRP Coordination Team Member:

- Act as a member of the EU Temporary Relocation Platform (EUTRP) coordination team, focusing on fostering learning and evaluation opportunities.
- Contribute to the monitoring and evaluation of EUTRP activities and outcomes.

8. Coordination and Capacity Development:

- Coordinate with Reporting Officers to ensure consistency and accuracy in reporting.
- Provide capacity-building support to staff and partners on MEAL methodologies and tools.
- Develop and maintain relationships with key stakeholders, including donors, partners, and HRDs.

Qualifications:

- Bachelor's degree in International Development, Social Sciences, Monitoring and Evaluation, or a related field. A Master's degree is preferred.
- At least 3 years of experience in monitoring and evaluation, preferably in the field of human rights or international development.
- Strong knowledge of MEAL methodologies, tools, and best practices.
- Proven experience in designing and implementing reporting frameworks and tools.
- Excellent analytical and problem-solving skills.
- Strong interpersonal and communication skills, with the ability to work effectively with diverse stakeholders.
- Excellent drafting skills with a strong ability to communicate complex information clearly and concisely.
- Proficiency in data visualization tools and techniques to present data effectively.
- Strong organizational skills and efficiency in managing information and processes.
- Fluent in English; knowledge of additional languages is an asset.
- Ability to travel as required.

Skills and Competencies:

- Analytical Thinking: Ability to analyze data and trends to inform decision-making and program improvement.
- Communication: Strong written and verbal communication skills, with the ability to present complex information in a clear and concise manner.
- Collaboration: Proven ability to work collaboratively with colleagues, partners, and stakeholders.
- Attention to Detail: High level of accuracy and attention to detail in all aspects of work.



- **Adaptability:** Ability to adapt to changing priorities and work effectively in a fast-paced environment.
- **Problem Solving:** Strong problem-solving skills, with the ability to identify issues and develop practical solutions.
- **Organizational Skills:** Excellent organizational and time management skills, with the ability to manage multiple tasks and deadlines.

Working Conditions:

- The position is based at the Secretariat of ProtectDefenders.eu in Brussels.
- Occasional travel may be required to meet with partners, HRDs, and other stakeholders.
- The MEAL Officer may occasionally be required to work outside regular office hours to meet project deadlines or attend meetings and events. Overtime can be compensated later in line with the internal policies and procedures.
- Salary in line with Belgian legal requirements and internal policy, based on candidate's experience : 2850-3150 EUR/month gross (Full time). Other benefits included: health insurance, pension scheme contribution, transportation allowance, meal vouchers, eco-vouchers and 13th month salary.
- 1 year contract with possibility of extension.
- This position may be 80% of full time and is contingent on funding availability.

Please note that Secretariat of ProtectDefenders.eu is unable to sponsor work permits for this position and will only employ those who have the legal right to work in Belgium.

ProtectDefenders.eu is an equal opportunity employer and encourages applications from individuals of all backgrounds and experiences. We are committed to creating an inclusive and diverse work environment.

Application Process:

The vacancy is open to both internal and external candidates. Please provide an updated CV and a one-page letter of motivation that pertains to the position for which the candidate is applying. No use of AI for letter writing accepted.

Please send your application with MEAL_YOUR NAME to recruit@protectdefenders.eu.

Closing Date for Applications:

The 31st of October 2024 though selection may be done on a rolling basis.

Due to the large volume of applications only short-listed candidates will be contacted.

By joining ProtectDefenders.eu, you will contribute to a meaningful mission dedicated to protecting human rights defenders worldwide. We look forward to receiving your application.