

# Job Description

## Position: MEAL Coordinator

Reports to	MEAL Coordinator
Direct reports	Head of Fundraising
Job family	Coordinator
Location	Global, preferably based in one of GNDR's hubs (Guatemala, India, Kenya, the Netherlands, or the UK)
Latest update	July 2023

## About us

We are the Global Network of Civil Society Organisations for Disaster Reduction (GNDR). Established in 2007, we are now a network of more than 1,700 organisations in over 127 countries. We work together to prevent hazards like floods, droughts, earthquakes and infectious diseases from becoming disasters where people lose their lives, incomes and assets. We listen to communities that are most at risk, strengthen the capacity of civil society organisations, and advocate for risk-informed development and localisation.

## Our vision

A world in which everyone works together to strengthen the resilience of people most at risk and prevent hazards from becoming disasters.

## Our goals

Our members have set three goals for the network for our 2020-25 strategy:

1. Strengthen the collaboration, solidarity and mobilisation of civil society organisations
2. Champion a localisation movement
3. Strive for risk-informed development

[Global Network of Civil Society Organisations for Disaster Reduction \(GNDR\)](#)

Registered charity no. 1141471. Company limited by guarantee registered in England & Wales no. 07374358

Registered office: 8 Waldegrave Rd, Teddington, London, TW11 8HT, UK

+44 (0)2089 77726 | [info@gndr.org](mailto:info@gndr.org) | [gndr.org](http://gndr.org)

## Purpose of the secretariat

The secretariat is responsible for delivering the strategy and annual work plans, as agreed by the global board and trustees. The secretariat supports the development, coordination and implementation of the GNDR strategy. Our team is responsible to the board of trustees and the global board, via the executive director. Staff are based in regional hubs in six countries around the world: Guatemala, India, Indonesia, Kenya, Senegal and the UK.

## Main purpose of the role

The MEAL Coordinator as a member of the secretariat team is responsible for leading and coordinating all monitoring, evaluation, accountability and learning (MEAL) at corporate and project levels.

## Position in the organisation

- Responsible to the Head of Fundraising
- Part of the Secretariat team and active participant in cross-team working groups
- Works in close collaboration with GNDR secretariat staff, members and project partners

## Overall scope of the role

- Supporting with project design
- Providing project support and oversight of technical quality
- Supporting in Corporate MEAL in relation to the GNDR Strategy
- Providing capacity building in MEAL, and capturing, recording and applying organisational learning

## Specific responsibilities

### Project Design

- Support in the design phase of new projects ensuring MEAL is taken into account including through robust Theories of Change, and the design of log frames that have clear outcomes/outputs and SMART indicators
- Support on the design of MEAL frameworks for new and existing projects
- Ensure indicators used tie into the overall GNDR MEAL framework for the GNDR strategy
- Ensure learning from project reviews and evaluations is taken into account in new project design

- Work with the Programme team and the Finance team to ensure enough financial resources are allocated to MEAL

### Project Support and Technical Quality

- Provide MEAL technical support to Project Coordinators at key points throughout the project cycle including but not limited to:
  - Advise and support on the development of appropriate needs assessments methodologies and tools
  - Ensure robust MEAL plans and frameworks are in place which provide disaggregated and gender sensitive data
  - Provide technical input on the establishment of a robust and transparent community feedback mechanism for beneficiaries and project partners
  - Provide technical input on data collection exercises (both quantitative and qualitative)
  - Support data analysis and the facilitation of learning and reflection based on findings that results in data
  - Manage the coordination of the evaluation process, including methodological design, writing Terms of References, recruiting and supervising Consultants or undertaking evaluations in-person where appropriate
- Liaise with the Fundraisers to ensure that the MEAL systems and processes for all projects are in line with donor requirements, and support Project Coordinators to submit quality narrative reports in a timely fashion
- Liaise with Project Coordinators to ensure the MEAL Plans are operationalised and that the data/reports provided by project implementing partners (members) are robust, verifiable and with the appropriate degree of objectivity
- Undertake Project Data Quality Audits of projects where and when needed to ascertain if changes need to be made
- Support on the collection of human interest impact stories which can be used in external communications with donors and other stakeholders
- Undertake field visits to project sites as required / requested to assist with MEAL implementation

### GNDR Strategy Support

- Develop an overarching MEAL framework which supports the implementation of the GNDR strategy
- Contribute to the development and population of systems and processes that strengthen KPI measurement and analysis to demonstrate organisational impact.
- Ensure all projects/programmes and units are contributing to the strategy MEAL framework and KPI reporting

- Provide input on the establishment of a robust and transparent accountability mechanism to members and other key stakeholders

### Capacity Building and Organisational Learning

- Provide capacity building in MEAL to GNDR staff and members as and when required
- Ensure learning from project reviews and evaluations is captured centrally, analysed and recommendations made to SLT for applying the learning to future activities
- Champion the move from data being primarily used for donor reporting or indicator calculation purposes, to a focus on using data for project course correction and other decision making
- Keep up-to-date with sector techniques and trends, providing advice and guidance to GNDR on processes, methods and best practice in MEAL
- Support with other tasks as required and requested by the Head of Fundraising.

## Person specification

Attributes and skills	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> <li>● A University degree in a relevant subject</li> </ul>	<ul style="list-style-type: none"> <li>● Relevant qualifications in MEAL</li> </ul>
Experience	<ul style="list-style-type: none"> <li>● A minimum of 5 years of working experience within MEAL related functions, including responsibility for project and corporate MEAL</li> <li>● Experience in project cycle management, research, data gathering and management, evaluations, quantitative/qualitative analysis and reporting in English.</li> <li>● Experience of implementing / monitoring large scale donor projects, and multi donor programmes.</li> <li>● Proven abilities in developing monitoring plans, data collection, information management, use of databases, and analysis and performance monitoring</li> <li>● Experience in the development sector</li> </ul>	<ul style="list-style-type: none"> <li>● Exposure and understanding of the issues surrounding disasters, DRR, development and equity</li> <li>● Experience in a comparable environment at an NGO, national, or international organisation</li> <li>● Experience in developing MEAL for an organisational strategy</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>● Excellent communications skills, including written and spoken fluency in English</li> <li>● Excellent writing and editing to a high standard</li> <li>● Self-motivated with excellent organisation, planning, presentation and analytical skills</li> <li>● Ability to multitask, organise, prioritise under time constraints and pressure</li> <li>● Ability to assess new options and innovations critically and to work with them flexibly where appropriate</li> <li>● Able to work well with a team</li> <li>● Proficient IT skills including in statistical analysis software</li> <li>● Able to travel internationally when necessary</li> </ul>	<ul style="list-style-type: none"> <li>● Fluent in other languages, preferably French, or Spanish</li> </ul>
Personal	<ul style="list-style-type: none"> <li>● Culture and gender sensitivity</li> </ul>	

<b>qualities</b>	<ul style="list-style-type: none"> <li>● Good interpersonal manner and comfortable in cross cultural communication with people from different backgrounds</li> <li>● Committed to GNDR's values</li> <li>● A calm, confident, assertive and welcoming manner</li> <li>● Capable of working effectively in a high pressure and dynamic environment.</li> <li>● Concerned about attention to detail</li> </ul>	
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## Information for applicants

<b>Start date</b>	As soon as possible; position will be held open until filled.
<b>Contract type</b>	Contract will be offered on a fixed-term full-time basis subject to available funding and satisfactory completion of a six-month probationary period.
<b>Office hours</b>	35 hour working week within the office hours of Monday to Friday 9:00am - 5:00pm, with one hour for lunch. Flexible working arrangements are possible.
<b>Annual leave</b>	25 days pro-rata basis plus statutory bank holidays, plus additional year end days at the discretion of the executive director.
<b>Probation</b>	Six months probationary period with a three month mid-term review.
<b>Salary</b>	TBC based on location
<b>How to apply</b>	<p>To apply for this position all applicants should <b>send a brief cover letter outlining how you fit the job description and person specification, and a CV</b> to <a href="mailto:jobs@gn-dr.org">jobs@gn-dr.org</a>. The subject line should reference the role title.</p> <p>Phone/Skype and/or face-to-face interviews will be arranged for shortlisted candidates on a rolling basis. Only candidates selected for an interview will be contacted.</p>