

**Title: MEAL Assistant**

**Starting Date: 28/05/2024**

**Deadline: 03/06/2024**

**Duty Station: Aden**

**Status: Part\_Time 33%**

**Female applicants are welcome and encouraged to join the call**

### **About VHI**

“Vision Hope International e.V. is a humanitarian and development organization working with local communities and authorities in the Middle East and North Africa (MENA) region to transform societies in greatest need. Our aim is to alleviate extreme poverty by providing food security for families, protection and education for orphans, community integration for refugees and people with disabilities, and sustainable development that promotes human well-being. For more information about our organization, please visit our website at [www.vision-hope.org](http://www.vision-hope.org).”

### **Job Purpose**

Under the supervision of the MEAL manager, the MEAL Assistant will act as the primary focal person for all MEAL-related activities of the MHPSS project. She/He will directly oversee the proper implementation of MEAL plans, establish a functional feedback and complaint mechanism, align with the organization's relevant policies, strategies, and the project result framework, and offer feedback to the project team for enhanced/standard implementation of activities. Additionally, She/He will engage in capacity building for partner staff on MEAL topics, and ensure consistent and accurate data collection and reporting to enhance project effectiveness and impact.

### **Main responsibilities:**

#### **A. Monitoring and Evaluation:**

- Assessment of the strengths, weaknesses, opportunities and threats of the partner existing MEAL Plan and tools.
- Act as the responsible for the revision of the common tools, databases, and methods for the quantitative and qualitative monitoring of MHPSS project activities.
- Coordinate the design and implementation of MHPSS assessments and ensure MEAL plans are updated and followed by the partner.
- Help the partner MEAL team to develop indicator tracking plans for all activities, and to suggest additional MEAL tools as necessary to monitor project progress.
- Develop and implement quality benchmarks to monitor the quality of MHPSS interventions.

- Ensure ethical, safe, appropriate, timely and accurate data collection against agreed indicators to enable both internal and external reporting.
- Supervise the data collection in the field, ensuring the coordination among relevant staff, the quality of the data collection and its compliance with the MEAL guidelines and with the donor requirements.
- Organize field visits to monitor program activities / interventions and produce & share reports with MHPSS program team as well as VHI management team based on quality and accountability findings.

**B. Accountability:**

- Work with the MHPSS technical teams to develop and implement a strong accountability plan, ensuring the collection of beneficiary feedback, information sharing, and promote transparency.
- Ensure the implementation of functional Complaint Feedback Mechanism (CFM) accessible to beneficiaries.
- Ensure that the agreed action plans are followed in a timely manner by program team and that the feedback loop is closed.

**C. Learning**

- Participate in project meetings, and review meetings to ensure close coordination and information sharing is maintained and information needs are being met.
- Documenting of lessons learned regarding the different methods, tools, initiatives, surveys and results and objectives achievement of the project.

**D. Reporting**

- Following and revision of partner reporting, and analysis of indicators according to the project framework.
- prepare the monthly, quarterly, and annual report and share it with MEAL Manager.
- Ensure timely submission of high-quality activity and donor narrative reports.

**E. Capacity building for partner staff on monitoring and evaluation**

- Development of a capacity building plan of program staff on project related M&E templates/forms for data collection.
- Provide training on monitoring and evaluation that includes sampling, data collection, data cleaning, analysis and reporting guidelines to all program staff.
- Perform any other duties and responsibilities within the overall function of MEAL as and when requested.

***Education And Skill Requirement:***

- University degree (BA) in statistics, social science and research, international development; or other related field, master's degree will be valued.

***Experience & Competencies:***

- Proven experience of at least 2- 3 years in a MEAL area in the humanitarian field

- Excellent computer skills
- Proficiency in reporting
- Very good proficiency in Arabic and English is mandatory.
- Good communication skills (oral and written)
- Experience working with NGOs is preferred.
- Ability to travel frequently during working hours to pay field visits.
- Excellence in organizing, planning and prioritizing tasks.
- Ability to work with a team as well as to work independently.
- Experience working with MHPSS and gender-based violence would be an asset.

***Additional job responsibilities:***

- Joining date: As soon as possible.
- The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

***Additional Considerations:***

- The MEAL Assistant must adhere to VHI policies and the code of conduct, as well as faithfully and responsibly represent the organization.

***How to Apply***

- Please Use this link to apply for the position: [Click Here](#) or link here : <https://forms.office.com/r/YzYaUbuCLT>
- Note: Only filled forms in the link above will be considered as candidates.
- CV, Cover letter, a copy of the university degree, and Experience certificates send them via email to: [Recruitment.Yemen@vision-hope.net](mailto:Recruitment.Yemen@vision-hope.net)
- Please write the job title and location in the Subject Field of your email Distribution Assistant
- Only short-listed candidates will be contacted.
- ***RECRUITMENT IS URGENT:*** Interested candidates are encouraged to apply as soon as possible and not to wait until the closing date.