Job Opening

Senior Monitoring, Evaluation, Accountability and Learning (MEAL) Manager

A. Job Advertisement

◆ **Start Date:** September 2023
◆ **Location:** Global
◆ **Salary:** Subject to location and experience
◆ **Employment:** Full time

IDA is a global alliance of eight global and six regional member organizations representing over 1,100 OPDs and their families from 182 countries. IDA’s work is primarily focused on promoting the effective and full implementation of the UN Convention on the Rights of Persons with Disabilities (CRPD) and compliance by governments and the UN System through the active and coordinated involvement of representative OPDs at the national, regional, and international levels.

Since its establishment in 1999, and especially in the past ten years, IDA has been growing at a rapid and steady rate. From 2014, the budget has grown from $1.5 million-$12 million, while the staff increased from 7 to 50, now located across 16 different countries.

IDA is seeking a Senior MEAL Manager to support and sustain its growth and organizational development by reinforcing its monitoring and evaluation systems. Therefore, we are looking for a candidate with strong analytical and writing skills, expertise in MEAL planning and methodologies, experience in project management, monitoring and reporting of projects to IDA donors and board, and in developing data collection tools.

The Senior MEAL Manager plays a critical role in IDA’s fundraising strategy by developing robust, clear, and innovative reports and MEAL systems.

Overall, we are looking for a professional with significant experience, leadership, and interpersonal skills to reinforce excitement within and around unique organizations such as International Disability Alliance.
B. Working Environment

Reports to/Line management: Executive Director
Staff underline management: The Senior MEAL Manager will be managing the sub-unit dedicated to MEAL (1 to 2 staff), reports, evaluation and storytelling.

C. Job Description

Main responsibilities:
The Senior MEAL Manager will be responsible for:

1. Manage and strengthen IDA’s monitoring & evaluation systems
   - Manage the work on data collection and MEAL systems;
   - Ensure organization-wide data collection, analysis, documentation and sharing of quality information and experiences from IDA’s work;
   - Lead the re-visioning of IDA’s monitoring and evaluation system;
   - Help determining performance indicators and targets for new IDA grants/projects, support the development of logframes, risk matrix and projects’ theories of change;
   - Lead on the framing and oversight of external evaluations, and upon request, act as an interface with donors, IDA members, and partners for successful assessment of IDA’s performance;
   - Coordinate with the Communications team for the dissemination of MEAL findings when relevant, including with the preparation of learning materials, briefs, fact sheets, and presentations.
   - Develop project teams’ and partners’ capacities and skills in M&E and data collection.

2. Ensure quality reporting and institutional communication
   - Ensure quality and timely reporting to IDA donors and the Board; coordinate the production of external contents accounting for IDA’s achievements, including IDA annual reports;
   - Create and maintain a system of communication, storytelling and case studies generated by IDA activities;
   - Ensure timely responses to donors and partners regarding M&E requirements, including follow-up of result frameworks, projects’ theories of change, risk matrix and other follow-up tools as needed;
   - Provide support to IDA staff in reporting process and provide staff training when needed;
   - Support the follow-up of partnerships with IDA members and, as relevant, contribute to build capacities in M&E and reporting;
   - When needed and upon requirement of the Senior Manager Grants and Strategy, support in the development of proposals by IDA, IDA members and partners.
3. Planning and programme resources

- Support the ED and Senior Manager, Grants and Strategy to oversees the design and implementation of the strategic and annual plannings;
- Ensure that Theories of Change (TOCs) and Logical frame works (Logframes) of all newly developed proposals are based IDA’s strategy and Macro Logframe;
- Support IDA team to ensure that all implemented activities are properly tracked, monitored and recorded through specific accessible monitoring tools and practices, including their logframes, timelines, and respective budgets; and utilized for program adaptation, learning and to inform future program design;
- Provide MEAL technical assistance to IDA team and provide technical inputs into the set-up, implementation and close-out stages of program management, i.e. measurement methodologies, plans and tools, and data collection, quality assurance, management and analysis;
- Organize and support culture of learning that is focused on using data for making programmatic and evidence-based decisions; and

D. Skills and Qualifications

a) Essential Requirements
- Minimum master’s degree or equivalent in International Development, Human Rights, Political Sciences, International relations, Disability studies or other area relevant to the position
- At least 7 years’ experience in monitoring & evaluation and/or project management
- Relevant experience and technical skills in quantitative and qualitative data analysis
- Experience in conducting and coordinating assessments, evaluations, research data collection
- Excellent writing skills in English
- Strong organisational skills, ability to manage a complex workload, to work under pressure and effectively manage time to respect multiple deadlines
- Strong communication skills, leadership and team orientated
- Experience working with Organisations of Persons with Disabilities
- Professional or academic experience relating to the promotion of the human rights of persons with disabilities
- Understanding and awareness of IDA safeguarding policies. The candidate should understand the importance of the Safeguarding policy and IDA’s Code of Conduct (available here: https://www.internationaldisabilityalliance.org/reporting-fraud-abuse). IDA will not tolerate any form of abuse, violence, fraud, corruption, or any breach of the IDA policies.

b) Desirable Requirements
- Lived experience of disability
- Working knowledge of at least one other UN language (French, Spanish, Arabic, Russian, Chinese)
- Work and/or life experience in Global South countries
E. Application

- All information given on the application will be treated in a confidential manner.
- IDA may save your application and reserves the rights to contact you for future opportunities. The organisation will keep your information during 18 months after the recruitment process; after that time period, your information will be deleted. If you prefer IDA to delete your application once the recruitment process is over, please mention it clearly in your email.
- Persons with disabilities are strongly encouraged to apply.

How to apply:

- Please send your CV and a cover letter by email to recruitment@ida-secretariat.org, indicating in the subject line: “Job Application: Senior MEAL Manager”, before the 5th of August 2023, 8 pm CET.
- Please share your expected gross annual salary in your email.

Please ensure you respect the following:

- Only complete application (CV and cover letter) will be accepted.
- Please remember to take the time zone into consideration when submitting your application. Any applications received after the closing date will not be considered.

Application process:

- After receiving your application, a confirmation of receipt will be sent to you via email. Should you not receive a confirmation, please contact the IDA Secretariat by email.
- Please be advised that only shortlisted applicants will be informed about the next steps of selection process.
- Please note that a selection process may last several months. No information will be released during this period.