



**IDA – MEAL  
ADVISER  
Job description**

**The organization:** The International Disability Alliance is the permanent co-host of the Global Disability Summit. IDA brings together over 1,100 organizations of persons with disabilities and their families across eight global and six regional networks. IDA is mandated to [promote the rights of persons with disabilities](#) across the United Nations' efforts to advance human rights and sustainable development. IDA also [supports organizations of persons with disabilities](#) to hold their governments to account and advocate for change locally, nationally, and internationally. With [member organizations](#) around the world, IDA represents the estimated one billion people worldwide living with disabilities. This is the world's largest – and most frequently overlooked – marginalized group. IDA, with its unique composition as a network of the foremost international disability rights organizations, is the most authoritative representation of persons with disabilities on the global level and is acknowledged as such by the United Nations system both in New York and Geneva. More information is available on [www.internationaldisabilityalliance.org](http://www.internationaldisabilityalliance.org)

**The position:** The Monitoring, Evaluation, Accountability, and Learning (MEAL) Adviser efforts while ensuring high-quality narrative reporting to donors and stakeholders. The role requires expertise in modern MEAL methodologies relevant to IDA's work and programming. The officer will ensure robust evidence generation of the impact of the work of the Alliance, knowledge management, and adaptive learning, supporting organizational effectiveness and impact-driven decision-making.

**Report to:** Deputy Executive Director, IDA

**Location:** Remote.

## **A. Duties and Key Responsibilities**

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### **1. Monitoring, Evaluation, Accountability and Learning (MEAL)**

- Develop and implement a comprehensive MEAL framework parallel to IDA's ongoing strategy refresh aligned with organizational strategy and donor requirements.
- Develop log frames and theories of change and support the identification of qualitative and quantitative data collection tools.
- Ensure compliance with MEAL best practices, disability-inclusive evaluation methodologies, and ethical standards.

### **2. Narrative Reporting and Knowledge Management**

- Lead the development of high-quality and timely narrative reports for donors, partners, and stakeholders, ensuring clarity, coherence, and alignment with donor guidelines.
- Synthesize data and evidence into impact stories and learning briefs that showcase programmatic success and challenges.
- Develop and maintain a clear, easy-to-use organizational knowledge management system to track project results and lessons learned.
- Provide capacity-building support to staff and partners on MEAL and reporting best practices.

### **3. Collaboration and Stakeholder Engagement**

- Work closely with IDA internal grant teams to integrate MEAL and reporting into project cycles and with IDA Communications colleagues for external audiences.
- Engage with external stakeholders to align reporting with their expectations and strategic priorities and coordinate around external evaluations.

## **B. Skills and Requirements**

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### **1. Essential**

- A degree in social sciences, international development, monitoring and evaluation, statistics, public policy, education, or a related field.
- Minimum 5–7 years of experience in MEAL and reporting, preferably in the disability rights or non-profit sector.
- Proven experience in designing and implementing monitoring and/or evaluation processes.
- Experience using databases and data analysis for monitoring, learning, and reporting, conducting research, synthesizing findings, and identifying evaluation opportunities, gaps, and needs.
- Expertise in designing log frames, theories of change, and mixed-methods evaluation approaches.
- Proven ability to write high-quality, compelling narrative reports for donors under the guidance of respective grant managers.
- Strong strategic thinking and analytical skills.
- Excellent organizational and time-management abilities.
- Ability to synthesize complex information and communicate it clearly.
- Strong interpersonal skills and cultural sensitivity.

- Commitment to the rights of persons with disabilities and social inclusion.
- Fluency in English (C1 level or equivalent required).

## **2. Desiderata**

- Experience working with organizations of persons with disabilities.
- Proficiency in additional UN languages.

## **3. Other**

- Understanding and awareness of IDA safeguarding policies. IDA works in multi-cultural environments and with persons with disabilities who experience higher rates of discrimination, violence, and abuse. Therefore, we expect any staff, consultant, or collaborator to understand and fully comply with IDA's Safeguarding policy and 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 IDA policies.

## **C. Contracting and remuneration**

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- Compensation packages will be commensurate with geographic location and level of experience.
- A formal employment agreement between the chosen candidate and IDA will be executed.
- Comprehensive details will be provided throughout the interview process.
- Starting date: Late April/beginning of May.
- End date: End of December.

## **D. How to apply**

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If interested, please email [recruitment@ida-secretariat.org](mailto:recruitment@ida-secretariat.org) with the subject « IDA – **MEAL ADVISER** » and send us your proposal, including your CV and cover letter. The deadline for applications is 08 April 2025.