



General information

Position Title: MEAL Project Manager
Country: Central African Republic
Duration: Six months initially, renewable
Start Date: 15 May 2024
Closing Date: 10 March 2024
Reporting to: Project Coordinator

Job requirements

- Higher level degree in epidemiology, public health, minimum of three years' experience at coordination position.
- Experience conducting quantitative and qualitative field research in an overseas environment and in conflict zones or complex emergencies.
- Have a significant knowledge of big health data processing software and be familiar with the health information system SNIS and a good knowledge of CAR's DSHI2.
- Experience designing and/or facilitating staff trainings and/or experience supporting capacity building projects in a humanitarian, development, or transition context.
- Experience working in sensitive contexts where an understanding of gender and social inclusion and familiarity with or experience in Protection programming including work responding to gender-based violence.
- Experience in close collaboration with health authorities, adaptability, and patience.
- Fluency in French, with good verbal and written English skills.
- Strong skills in Kobo Collect, Excel, R, stata.
- Ideally experience in MEAL framework design, development, and evaluation with the Global Fund project (Malaria Tuberculosis and HIV).

The MENTOR Initiative is an equal opportunity employer and values diversity at its company. We ensure the constant non-discrimination throughout our recruitment process.

The MENTOR Initiative is committed to promoting diversity and gender equality within the organisation, so we strongly encourage women to apply.

The MENTOR Initiative applies a zero-tolerance approach to sexual exploitation, abuse, mistreatment or harassment, and other types of unethical behaviour including fraud.

The MENTOR Initiative will contact previous employers of applicants to determine if they have any history of violating international standards and codes of conduct relating to such matters.

To apply, please send your CV in English, letter of motivation and details of three referees (including your most recent employer) to: recruitment@mentor-initiative.org

TERMS OF REFERENCE

MEAL Project Manager

The MENTOR Initiative ('MENTOR') is a humanitarian organisation specialising in disease control and improving access to healthcare in emergency settings across countries in Africa, the Middle East and South America. MENTOR is the leading organisation dedicated to the control of malaria and other vector borne diseases in complex, challenging settings.

MENTOR delivers large scale disease control interventions working with remote and underserved communities affected by emergencies such as conflict and natural disasters. We also help build the technical and operational capacity of local and international partners to incorporate medium- and long-term disease control systems into their operations and country strategy.

Tasks and responsibilities

- Enable accountability through monitoring systems in donor reporting and outcomes tracking.
- Support donor reporting and proposal development.
- Track data to highlight trends, concerns, and areas in need of response.
- Train data officers to input and analyse data in the field and at central level.
- Provide recommendations as to requirements, gap, training needs for MEAL programme in country.
- In close collaboration with other team members, ensure the effective implementation of the evaluation policy, set minimum monitoring and evaluation requirements for the Mentor mission, and initiate thematic evaluations.
- Ensure that objective evaluation is designed and managed to assess the programme relevance, effectiveness, efficiency, impact and sustainability of results.
- Evaluations are carried out in a credible and systematic manner; evaluation lessons and recommendations are used for further programme design, and donor priorities.
- Supports the MEAL Coordinator with additional tasks if required.

1. Programme Design

- Support the MEAL Coordinator as needed in all programme design processes and learning planning.
- Support the MEAL Coordinator in conducting the planning and proposal development process with respect to the MEAL contribution (logical framework, budgeting of MEAL activities and staff, MEAL narrative plan, etc.)
- Develop MEAL frameworks specific to the Global Fund project (Malaria/HIV/Tuberculosis) for MENTOR-supported health regions in coordination with project staff.
- Ensure that the programme is updated during annual reviews.

2. Monitoring, Evaluation and Reporting

- Implement field tasks for monitoring grant results and processes, including monitoring the supply of MDPs to the facilities, participating in mid-term and end-of-project studies and any other evaluations organised within the framework of this subsidy by the Ministry's evaluators, FGDs, KIIs, etc. (training of casual interviewers, planning of data collection in the field, coordination of data collection, supervision and coaching of MEAL assistants, facilitation, coding of tools, collection, development of datasets, data cleaning, analysis, reporting).
- Ensure that data from supported care facilities are collected in a timely manner and of high quality to meet data expectations for Health Regions 1 and 3 in a timely manner.
- Conduct audits of project indicator tracking tables in coordination with project staff monthly and ensure that project-level TTIs are updated with accurate data monthly, and that key findings are shared with management at review meetings programme.et all results and activities are reported monthly.
- Ensure quality control of activities implemented by partners (health districts, community health workers, etc.) through scheduled visits, data quality audits and spot checks. Conduct regular field visits with your team.
- Participate in internal and external trainings, workshops, events organized as part of the global fund grant, etc.

3. Accountability and learning

- Assess community preferences and needs to develop context-specific accountability processes and share results with communities, colleagues, and partners. Coordinate community consultations and ensure that information on the safeguarding policy is disseminated. Ensure that those most affected are consulted.
- Implement the information sharing plan based on the information needs and preferences of community stakeholders, adapt it accordingly, and collaborate with colleagues to collect relevant and accurate organisational and programmatic information that will be shared openly with communities, stakeholders, and partners.
- Establish a responsive feedback and complaint management mechanism based on community preferences for providing information, consulting communities, promoting participation, and collecting and acting on feedback and complaints.
- Ensure that the mechanism is tailored to the needs of people with specific needs and that it complies with the advice of the CAR AAP working group in addition to international standards.
- Coordinate community members' awareness of their right to information, to be consulted, to participate, and to provide feedback and complaints, while taking responsibility for supporting solutions.
- Receive, process and respond to or refer feedback and complaints and communicate progress to beneficiaries, communities and stakeholders.
- Ensure that all comments and complaints received from communities are recorded and updated in a timely and accurate manner in the system and that loops are closed in a timely manner.
- Support investigations into allegations of irregularities, fraud, corruption or other forms of misconduct by liaising directly with affected communities, in accordance with the guidelines and in a timely manner, in order to promote trust and safety.
- Engage community members in assessing the effectiveness of accountability practices, make recommendations, and address areas for improvement in

coordination with the Ministry of Health's core team, the CCM, and the World Vision team.

- Conduct end-of-project interviews, observations and reports.
- Evaluations are carried out in a credible and systematic manner; evaluation lessons and recommendations are used for further programme design, and donor priorities.
- Ensure that critical thinking is carried out throughout the grant and that recommendations are systematically integrated into the program.
- Supports the MEAL Coordinator with additional tasks if required.