



TERMS OF REFERENCE

- Position:** Monitoring, Evaluation, Accountability and Learning (MEAL) Officer
- Location:** Mashhad, Iran (with travel to areas within Iran where RI operates when requested by supervisors)
- Duration:** 1 Year including 3 months' probation period (with possible extension)
- Reports to:** MEAL Coordinator/ Head of Office
- About RI:** Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.
- Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach -which we call the RI Way- emphasizes local participation, integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.
- RI believes that gender equality is a basic right for all people, and it is critical to directly address gender-based discrimination and promote gender equality in order to ensure sustainable development.
- RI in Iran:** Relief International has been active in Iran since 1989. The Iran operation focuses on providing and improving access to health, education and livelihoods to Afghan refugees – with protection effectively mainstreamed across our activities. Relief International is a major actor in disaster response in Iran and currently implements a large scale COVID-19 response. We support national CSOs as well as coordination and advocacy with other INGOs, UN agencies and Governmental partners to improve the overall humanitarian and development response.

Position Summary: The Monitoring, Evaluation, Accountability and Learning (MEAL) Officer will be supervised by the Mashhad Head of Office, with technical reporting to the MEAL Coordinator. She/he is responsible for implementing all monitoring, evaluation, accountability and learning tasks for the Mashhad field office (and other supported provinces) with operational support from Mashhad Head of Office and technical supervision from the MEAL Coordinator. S/he will work with relevant Sector staff to document progress of program implementation against indicators and ensure high quality progress of RI's programs towards programs' goals and objectives in Mashhad and other locations overlooking all simultaneous projects. The MEAL Officer will work in line with all applicable RI policies and standards.

Roles and Responsibilities:

Working closely with the country level MEAL Coordinator and Head of Office Mashhad, the staff will:

1. Establish and implement efficient and high-quality monitoring processes:

- Work with country office MEAL team to finalize project MEAL frameworks, define data collection methods and ensure integration into the M&E data base
- Assist MEAL Coordinator to develop indicators across sectors and projects
- Develop indicator tracking table and share monthly updates with MEAL Coordinator and/or Head of office for relevant provinces and projects
- Ensure quality process is in place for collecting, entering, and reviewing data in the database system for Mashhad field office including cash card trackers and other beneficiary trackers
- Ensure that all project MEAL processes are in place in Mashhad field office
- Monitor the quality of data entry and data flow in Mashhad field office
 - Assist to prepare monitoring and evaluation plan consistent with project M&E Frameworks
- Have a solid understanding of the M&E role in emergency response

2. Support post-distribution monitoring (PDM) activities

- Liaise with country office MEAL team and Sector staff to plan for post-distribution monitoring (PDM) activities for all projects
- Work closely with MEAL Coordinator and other MEAL staff to conduct PDMs for Mashhad field office, and other locations as may be required
- Support the Sectors and work with local partners to train and support data collectors
- Assist in the data analysis and preparation of PDM reports

3. Support the preparation of project/activity reports

- Provide updated data and /or generate charts whenever needed, with technical oversight from MEAL Coordinator
- Assist in preparing data for Government, donors, other stakeholders, and external communications in Mashhad field office
- Provide regular updates on MEAL activities for Mashhad field office to the Head of Office.
- Travel and be present in project locations to ensure and support successful project performance and implementation
- Attend Project mobilization and management meetings in Mashhad

4. Implement Feedback and Accountability Mechanism

- Work closely with local partners to ensure the feedback mechanisms are functional, and that they inform program monitoring reports in Mashhad field office
- Liaise with the Sector leads /Project Officers to monitor beneficiary feedbacks, and track/record the progress of responses from projects, including their outcomes and impact
- Ensure follow up with RI Program Managers and partners to close the feedback loop
- Be directly involved in needs assessment processes taking place in the province
- Support the production of monthly feedback analyses and reports
- Conduct house-to-house monitoring visits as directed by the MEAL Coordinator or Head of Office

5. Support all Evaluation and Learning activities

- Support project surveys, assessments, tools development, analysis, drafting reports and other tasks, by liaising with MEAL Coordinator
- Ensure all tools (Identification forms, survey questionnaires, PDM forms etc.) are appropriate to project needs and utilized by project teams to protect beneficiary data in Mashhad
- Participate in all relevant assessments and evaluations relating to Mashhad field office, working closely with Head of Office and/or MEAL Coordinator.
- Conduct Lessons learned and/or attend lessons learned meetings with relevant project staff
- Assist in identifying MEAL-related capacity building gaps for RI and partner staff
- Conduct capacity building MEAL workshops and trainings for RI and partners, working closely with country office MEAL staff
- Assist Conducting independent project evaluation

6. Safeguarding

- Uphold and promote RI's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve.
- Consistent with RI's safeguarding and protection policies, ensure all people who come into contact with Relief International are as safe as possible.

7. Equity and Diversity Commitment

- Demonstrate sensitivity and understanding of systemic diversity and cultural differences.
- Ensure that gender equity is addressed in our staffing and programming.
- Perform other duties that may be assigned from time to time.

Knowledge and Experience:

- A minimum of 2 years of relevant MEAL experience in emergency and/or development contexts.
- Background in humanitarian work or experience working with refugees is a plus.
- Advanced level in all common MS Office applications (Word, Excel, PowerPoint, Access)
- Excellent verbal and written skills for communication and reporting in both Farsi and English
- Basic knowledge of typical M&E activities (Log frames, quantitative and qualitative methodologies, sampling, quantitative and qualitative analytical approaches, etc.)
- Knowledge of humanitarian and development M&E frameworks and standards (OECD DAC, SPHERE, INEE, etc.) is an advantage
- Knowledge of data collection software e.g., Kobo, and GIS software e.g., ArcGIS is a plus
- Ability to work long and flexible hours
- Ability to travel as needed within country 5% of the time
- Ability to plan and organize work and establish priorities
- Ability to work under pressure with the program team to meet deadlines
- Supports and encourages open communication in the team and facilitates teamwork

**Relief International's Values:**

We uphold the Humanitarian Principles: humanity, neutrality, impartiality and operational independence. We affirmatively engage the most vulnerable communities.

We value:

- Inclusiveness
- Transparency and accountability
- Agility and innovation
- Collaboration
- Sustainability

How to apply:

If you are interested in this job, please email your cover letter and CV, together with [RI Application Form](#) in English to tehran@ri.org and mention the <Job Title_FULL NAME> in the subject line. **Applications close on 5 Aug 2021.**

Due to limited resources, only short-listed candidates will be contacted.

Note to external agencies, we will not be accepting CVs from third parties.

Relief International is committed to protecting our staff and the communities we work with from abuse and harm including sexual exploitation, sexual abuse and sexual harassment. All staff are expected to abide by our Code of Conduct.

Recruitment to all roles in Relief International include a criminal records self-declaration, references and other pre-employment checks, which may include police and qualifications checks.

Relief International is committed to diversity and gender equality; we strongly encourage female candidates to apply.