

**Job Description**  
**MEAL Coordinator**

Organization	Adeso: African Development Solutions, <a href="http://www.adesoafrica.org">www.adesoafrica.org</a>
Project Title/Position	Monitoring, Evaluation, Accountability & Learning (MEAL) and Coordinator
Reporting To	Global Director – Pledge for Change (coordinating with Chief of Staff, Adeso)
Working Closely With	Adeso Programs Team, Pledge Secretariat, WACSI/RINGO, MEAL Working Group, and other Pledge Working Groups as needed
Working arrangements and routines	This is a full-time position, based either in the Adeso Office, Nairobi (hybrid working is possible), or as full-time remote position
Duration	One year, renewable subject to funding
Starting Date	April 22 <sup>nd</sup> 2024

**ROLE CONTEXT**

Adeso is a dynamic African-based organization with a 30-year history of community-driven development and environmentalism. Our vision is to create a world independent from aid, that relies on the resourcefulness of its people. We work to prevent and overcome situations that adversely affect community well-being through economic revitalization, skills development, humanitarian interventions, and policy influence. We do this by promoting self-reliance, social justice, gender equality, environmental sustainability, and transformative innovations such as cash-based interventions, and community-led solutions to water and famine crises.

The Pledge for Change is a key component of the Adeso advocacy and influencing strategy. Pledge recognises a changing world, and one where International NGOs are increasingly working with national and local organisations worldwide to respond to crises and improve their communities. The Pledge reflects an acknowledgement of the unequal power dynamics in the development and aid sectors and the need to ensure a fairer future, and particularly the role INGOs must play in ensuring global south civil society and communities continue to grow and flourish. The Pledge grew organically through informal conversations between dedicated leaders representing civil society in the global north and global south and focuses on three areas of change: Equitable Partnerships, Authentic Storytelling, and Global Influencing. The Pledge currently has 12 signatory and 36 supporter organisations.

**ROLE DESCRIPTION**

This role is intended to provide technical MEAL support to the Pledge for Change, and to other Adeso activities, including working on the sclr<sup>1</sup> portfolio, and supporting integration with Adeso wide monitoring and learning. The MEAL Coordinator will work with different teams and organisations and will be comfortable with building relationships and seeking and growing synergies across a complex eco-system.

It is anticipated that the Coordinator will split their time approximately as follows (to be regularly reviewed):

- Pledge for Change 70%
- SCLR 20%
- Integration and Adeso wide monitoring and learning 10%

The Pledge for Change is now entering the implementation phase of learning and accountability regarding the Pledges that Signatories have signed up to. Significant work has already been done by the MEAL Working Group, supported

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<sup>1</sup> survivor and community led response

for 6 months by the secondment of a MEAL specialist team from Christian Aid, and the Pledge Steering Group have endorsed the Pledge Accountability and Learning Mechanism (the PALM). The systems and processes for Pledge accountability are now in place, including the agreed metrics and reporting template for self-reporting by Pledge signatories. Some challenges to setting up the PALM remain, notably the need for funding to realise some of the data collection, assessment and analysis by southern actors, to complement INGO self-reporting. The proposed role will ensure coordination of the full complement of data collection measures as described in the PALM can take place, and implementation is coordinated and supported. The role will also focus on and ensure that Signatories and Supporters learn from the Pledge implementation journey, and share learning within the Pledge community and with the wider aid ecosystem. The role will be defined by the emerging priorities and needs related to the implementation of the PALM, and will continue to be linked to and work closely with the MEAL Working Group.

### **Survivor and community led response**

Adeso's survivor and community led crisis response (sclr) approach is built on the foundation of the collective compassion found in communities in crises and aims to strengthen and scale up existing initiatives already created by community members through providing microgrants. This means the solutions come from the crisis-affected community members themselves, while Adeso's team helps to build resiliency. For our team in Somalia, Sclr is referred to as Saxansaxo, meaning "the smell of the air at the start of the first raindrops after a long period of drought," and signifies hope and abundance. Adeso works alongside communities to co-create a new story that is shaped by their values, powered by their own resourcefulness, and built on their capabilities. The MEAL Coordinator will oversee the design and implementation of a high-quality M&E plan for Saxansaxo that is accountable to the communities that we work with.

## **RESPONSIBILITIES**

### PALM Implementation

- Accompany Signatories in their self-reporting journey, providing support as needed to ensure that all Signatories report annually, while taking into account the different organisational constraints and opportunities, their different reporting timelines, and the different stages they are at in their journey towards change to ensure that timelines and deadlines are respected (with the support of the Pledge Director).
- Manage and analyse annual reporting data as it is submitted [Click here to enter text.](#)to Pledge for Change and produce a compiled, aggregate report, and support its dissemination on the Pledge website, and present findings and learning at the bi-annual Pledge retreats.
- Manage the collaboration with WACSI on a partner survey, encouraging as many Signatories as possible to participate, by ensuring excellent communication flows about the process, its benefits and its results once they can be shared.
- Manage the process of collecting communication for the annual review by the Authentic Storytelling Expert Review Panel from each of the Signatories, and ensuring the effective working of the review panel in producing an annual assessment of each Signatory's adherence to ethical communications standards as agreed.
- Coordination and communication with the panel members and the Global Advisory Group– helping to schedule their meetings, taking notes, and admin tasks (stipend disbursement, etc)
- Manage the collaboration with Global Advisory Group towards a series of annual conversations with each signatory on progress on the three pledges, and ensure the report of this southern-led assessment is drafted and shared within the Pledge for Change movement; prepare an externally facing report which can be uploaded to the Pledge website.
- Coordinate the production of a longitudinal video showcasing the perspectives of a sample of partner organisations of Signatories, to enable an authentic story of change to emerge; ensure the dissemination of the video in appropriate ways (subject to funding becoming available for this initiative).
- Collaborate with MEAL Working Group members and/or externally recruited capacity in the implementation of a discourse analysis of Signatory progress to date towards shifting power in line with the three pledges.

- Serve as a member of the MEAL working group, representing the Secretariat, support meeting scheduling and facilitation, note taking and follow up, onboarding of new MEAL WG members

### **Pilot Implementation**

- Support the co-design and implementation of activities enabling the achievement of the Pledges by facilitating collection of all relevant learnings from pilot activities to identify promising best practices and share progress with Signatories and Supporters.

### **Collaboration & Learning**

- Organize regular meetings of the MEAL Working Group to enable collaboration between Signatories and Supporters in the actualization of the Pledge commitments, and sometimes take on rotating co-chair responsibilities.
- Participate in quarterly Pledge sessions with other working groups to ensure consistency and connection and lessons sharing.
- Support the organizing of and participate in the quarterly Board meetings and bi-annual retreats for Signatories and Supporters.
- Identify and create opportunities for collaboration between Signatories, Supporters, and other partners supporting data collection, learning and accountability for efficiency and to avoid duplication.
- Lead the compilation of M&E and Accountability learning for regular updates for Working Groups, the Steering Group and the bi-annual retreats.

### **Adeso M&E Oversight**

- Align with participatory community development principles and apply these when conducting M&E activities.
- Oversee the design and implementation of an Saxansaxo M&E Plan.
- Ensure quality control over Saxansaxo M&E systems and products.
- Provide oversight in conducting periodic program reviews and assessments for Saxansaxo.
- Assist with capacity building for Adeso Programmes team on M&E of Adeso programs.
- Support the Adeso Programmes team with vetting evaluation consultants, enumerators, and other M&E personnel.
- Provide technical advice in programme tracking that instills a sense of ownership among target communities.
- Oversee documentation of lessons and good practices and reporting of progress to relevant stakeholders.
- Lead in compiling and verification of annual reports
- Other duties as required.
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### **PERSON SPECIFICATION**

#### **Applied skills/knowledge and expertise**

##### **Essential**

- Ability to build relationships and work across a complex eco-system with a high level of adaptability and creativity
- Evidence of highly developed analytical ability, such as a relevant undergraduate or postgraduate qualification or other
- Experience of field based M&E practice in a development and/or humanitarian context
- Familiarity with current thinking / debates on programme quality, localization and decolonization, evaluation and impact assessment in international development.
- Strong understanding of project cycle management for humanitarian and development projects
- Strong understanding of the theories of change, logframes and results frameworks, and using indicators to collect data on results
- Familiarity with a wide range of quantitative and qualitative M&E and/or research methodologies, including digital methods and techniques of data gathering, management and presentation

- Proven experience of developing MEL plans and frameworks and tools with partners
- Excellent report writing skills
- Excellent communication skills, including using digital data visualization tools, videos, presentation applications etc.

**Desirable**

- Familiarity with sector wide localisation frameworks, in particular the Grand Bargain, Charter 4 Change and Core Humanitarian Standard

**Digital/IT competencies required for the role (can be acquired in-post)**

- Word, Excel, PowerPoint - Advanced
- Internet based collaboration tools and video calling – Intermediate
- Data analysis software (quant and/or qual) – Intermediate
- Data Visualisation – Intermediate
- Social Media – Basic
- Web content design & development – Basic

**Please note:**

This JD is intended to convey information essential to understanding the scope of the work and skills required and the general nature and level of work performed by the MEAL Coordinator. Specific assignments and tasks may emerge and where possible they will be agreed upon in a flexible and collaborative spirit.

**APPLICATION PROCESS**

This is an exciting opportunity for a dedicated and highly motivated professional. If you would like to join our team, please submit your application to [jobs@adesoafrica.org](mailto:jobs@adesoafrica.org) quoting “**MEAL Coordinator**” in the email subject matter. This application will be open until the position is filled.

- Each application should be addressed to the Human Resources Department and include the following:
- Cover letter with applicant’s current contact information.
- CV including detailed work experience, education/degrees, details of similar assignments, and three professional references with complete contact information.
- A recent writing sample, ideally one that asserts a strong point of view.

**Applications that do not include all the above information will not be reviewed. Only short-listed candidates will be contacted. Adeso is an equal opportunity employer.**