

Job Description

Job Title: Monitoring, Evaluation, Accountability and Learnings Manager (MEAL)

Reports To: Director

Based at: Bangalore, Karnataka.

Purpose: The MEAL manager provides hands-on support and leads MEAL activities. This includes designing and implementing a robust MEAL system aligned with organization standards, conducting evaluation studies (baseline, midterm, end line), developing monitoring tools, and ensuring effective tracking of program outputs and outcomes. The role also strengthens accountability systems, supports learning processes, and promotes MEAL knowledge sharing internally and externally.

1. Key Responsibilities: - Develop a Project Knowledge Management Monitoring and Learning Framework (PMF). - Design and conduct baseline, midterm, and endline evaluations. - Ensure data quality and strong data analysis for all indicators. - Develop and maintain an integrated project database. - Produce MEAL reports and share with management. - Conduct periodic monitoring visits for quality improvement. - Conduct quality circle meetings. - Build capacity of program staff on MEAL systems. - Support partners in preparing MEAL plans. - Track organizational compliance. - Conduct quarterly project reviews with relevant teams. - Support portfolio managers in data analysis and decision-making.

2. External Engagement: - Build and manage relationships with external stakeholders.

3. Required Qualifications: - Education: MSW or MBA - Experience: Prior experience in monitoring & evaluation, especially in development or humanitarian contexts. Familiarity with MEAL tools and frameworks. - Skills: Strong analytical and communication skills, proficiency in data management tools, leadership abilities, and training capability.

4. Work Environment: - May require field travel to program locations. - Role may operate in challenging environments requiring resilience. - Ensures strong MEAL systems to achieve program goals and accountability.

For more details: contact@pmspl.net.in