



Concern for Women and Children Development Foundation (COWACDI)
No. 26 opposite Save the Children Office, Benue Avenue, Old G.R.A Maiduguri, Borno State

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MEAL Officer

Background

Concern for Women and Children Development Foundation (COWACDI) is a woman- led organization born out of passion for the wellbeing of Women and Children in Nigeria. It has a special interest in mitigating the suffering of the vulnerable persons (mostly Women & Children) in times of crisis. Currently the organization has focused its attention on the North East of Nigeria with special emphasis in Borno, Yobe and Adamawa states (the BAY states) due to the decade old crises. COWACDI intervenes through community-based approach in addressing Gender-Based Violence prevention and response programmes, child protection, peace-building programmes and empowerment of youth and women. Since its establishment in 2005 has been implementing humanitarian and developmental interventions in Protection, Peace Building, Housing Land & Property (HLP), Non-food Items (NFI), Livelihood. These interventions have directly targeted over 8000 vulnerable children, women, girls and boys as well as people with disabilities. Determined to expand her interventions to reach more vulnerable groups in the conflict area, COWACDI will be implementing Fostering Inclusive, Gender-Responsive Youth Employment in the Green Economy project in partnership NRC. COWACDI operates with full respect for humanitarian law and works with concrete policies and principles of international standard such as humanity, Do no harm, impartiality, neutrality and independence and accountability to affected population and **Zero Tolerance to Fraud.**

We are recruiting to fill the position below:

Employment Type:	<u>Full-Time</u>
Job Title:	MEAL Officer
Qualification:	B.Sc. /HND
Experience:	3-5 Years
Location:	Maiduguri, Borno State
Job Field:	Programs
Reports to:	MEAL Coordinator
Vacancy:	<u>1</u>

Contractual Arrangement: Internal/External

Contract Duration: 18 Months

Planned Timelines: As soon as possible

Overall purpose of the role:

The MEAL Officer will be responsible for ensuring effective monitoring, evaluation, accountability, and learning systems are in place to support project implementation and improve decision-making. The role includes designing and implementing MEAL frameworks, tools, and processes, as well as training staff and partners to ensure high-quality data collection and analysis.

Core Functions / Responsibilities

Monitoring and Evaluation:

- Develop and implement MEAL plans for programs and projects in alignment with organizational standards and donor requirements.
- Design and refine data collection tools, methodologies, and indicators to monitor project progress and outcomes.
- Conduct regular field visits to monitor project activities and ensure data quality and accuracy.
- Coordinate baseline, midline, and endline surveys, as well as other evaluations.

Accountability:

- Establish and manage feedback and complaints mechanisms to ensure community participation and accountability.
- Ensure timely and appropriate responses to community feedback.
- Promote accountability by involving stakeholders in project planning, implementation, and evaluation processes.

Learning:

- Analyze and interpret data to identify trends, successes, and areas for improvement.
- Facilitate learning sessions, including After-Action Reviews (AARs) and workshops, to share best practices and lessons learned.
- Collaborate with project teams to integrate learning into program design and implementation.

Reporting and Documentation:

- Prepare high-quality MEAL reports for internal and external stakeholders, including donors.
- Maintain accurate and up-to-date records of MEAL activities and project progress.
- Contribute to donor reporting and proposal development by providing relevant data and insights.

Capacity Building:

- Train staff and partners on MEAL concepts, tools, and processes.
- Provide ongoing support and mentorship to build organizational capacity for MEAL.

Coordination and Collaboration:

- Work closely with program teams to ensure alignment between MEAL activities and project objectives.
- Liaise with external stakeholders, including partners and donors, on MEAL-related matters.

Qualifications:

- Bachelor's degree in Monitoring & Evaluation, Statistics, Social Sciences, Development Studies, or related field.

Experience:

- At least 3-5 years of relevant experience in monitoring, evaluation, accountability, and learning in humanitarian or development programs.
- Experience with data collection, analysis, and visualization tools (e.g., Excel, SPSS, Power BI, Kobo Toolbox).

Skills and Competencies:

- Strong understanding of MEAL principles and frameworks.
- Excellent analytical, problem-solving, and decision-making skills.
- Proficiency in quantitative and qualitative research methodologies.
- Strong communication skills, both written and verbal.
- Ability to work independently and collaboratively in a team environment.
- Knowledge of local context and language(s) is an advantage.
- Perform any other job required by COWACDI.

Key Relationships:

- **Internal:** Program Manager, MEAL Coordinator, Project Teams, Field Staff.
- **External:** Partners, Donors, Community Members.

Language required:

Fluency in oral and written English is required. Hausa and Native Language of the area would be an added advantage.

Application Closing Date

06 January, 2025.

Method of Application:

Interested and qualified candidates should kindly forward their Cover letter and CV in a single **PDF format** via an email to recruitment@cowacdi.org stating the position and location of the position as the subject of their mail.

Additional Information

COWACDI is an equal –opportunity employer and does not discriminate based on race, gender, religion, etc. Kindly ensure that you can work in this location when applying. Qualified women are strongly encouraged to apply

No application after the closing date will be considered.

COWACDI regrets that, due to the large number of applications we receive, we are unable to reply to every applicant. If you are being considered for the role, a recruiter will contact you. If you are not contacted within 2 weeks, you should consider your application not successful on this occasion.

Note: Never pay for any training, certificate, assessment, or testing fee to the recruiter.