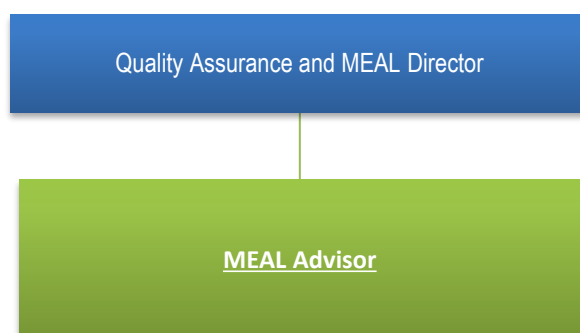


Position Name (Title) :	<u>MEAL Advisor</u>	Position Level:	Grade 11
Reporting to (Title) :	Quality Assurance and MEAL Director	No. of Direct Reporters:	0
Version:	October 2023	Sector /Department/Section:	Quality Assurance & MEAL

Position Reporting Lines



Main Job Purpose

Oversee the CARE Egypt Data and Knowledge Management Systems for Programmes, lead development of relevant tools & guidance, research, analysis, support documentation reporting, and Build Capacities of CARE Egypt staff and partners on MEAL information and reporting systems, Learning, Gender Transformative MEAL, MEAL for advocacy and scale up, and Project Cycle Management.

Objectives

- Lead the development of the Data Management guidance/ SOP, and development of the Knowledge Management platform for CARE Egypt.
- Lead internal and coordinate external and mixed (joint external& internal) impact evaluations, post project impact assessments, impact, outcome harvesting in alignment with CARE Egypt Vision 2030 and CARE Global 2030 indicators.
- Lead the automatization of the Project Cycle Management for CARE Egypt and enhance data visualisation solutions.
- Support in development and management of the Database for CARE Egypt (including coordinating data migration, database testing and improvements, capacity building of CARE staff and partners on responsible data management) .
- Provide technical assistance to programs and projects including partners with technical guidance, tools and trainings on data Management, Project Cycle Management, MEAL for Advocacy and scale up, Gender Transformative MEAL.

Accountabilities

Learning and Technical Guidance

- Conduct assessments and analyses of CARE Egypt data management capacities on Reach, and Impact including, advocacy, impact at scale, systems strengthening and data visualization and support

the Programme staff and partners to develop capacity building plan and MEAL Guidance for data management and MEAL at Project, programme and CARE Egypt level.

- Lead the development of training modules and materials for colleagues and partners who will be involved in the collection, interpretation, and analysis of the overall project / initiative data and indicators so that they can collect and use data correctly.
- Develop in a participatory manner the Knowledge Management platform for CARE Egypt and ensure regular updates with clearly structured data, learning tools, products and reflection products, and are aligned with the learning agendas agreed by each program.
- Support the documentation of regular learning events, capacity statements, past project performance, advocacy and scale up in the CARE Egypt Knowledge Management Platform,
- Liaise with global, regional, CARE Egypt colleagues and relevant communities of practice together and produce relevant learning products.
- Participate, contribute to, and where necessary convene, country and regional MEAL learning events and reflections related to Responsible Data Management, Project Cycle Management, Data Visualization.
- Provide capacity building to CARE Egypt staff and partners on MEAL for advocacy, Gender transformative MEAL, CARE Global Indicators Guidance, Data management and visualization.
- Conduct alone or in collaboration with external MEAL experts Impact measurements, post project impact assessments, Outcome harvesting, System Change, Advocacy and impact at scale Impact assessments.

Systems, Metrics, and Reporting

- Support CARE Egypt in developing the DATABASE solution for Reach and Impact, in collaboration with internal and external actors involved. Analyze data and strengthen data visualization swift functioning of the database solution. Respond to requests of CARE Egypt for Data analysis and improvements of responsible data management and data Quality.
- Lead the roll out of CARE Egypt Database solution with MEAL, Programme and partner staff.
- Develop CARE Egypt Knowledge Management Platform in a participatory manner with relevant staff and partners.
- Coordinate with CARE Egypt IT capabilities to automatize the Project Cycle Management. Solution.
- Become proficient in CARE Egypt Database management, data analysis, MEAL systems to respond to requests for data from Programme and CARE Egypt team members quickly and accurately.
- Spot check and Validate data, follow up with MEAL Officers and PMs data entry and analysis systems and respective project staff on enquiries regarding REACH (participation) and IMPACT reporting during the assigned period.
- Ensure that data is of good quality, verifiable, and regularly collected, analyzed, and shared within CARE Egypt as well as among stakeholders.
- Coordinate the development of CARE Egypt Key Performance Indicators reporting templates and monitoring tools that facilitate the gathering, organization, analysis, and interpretation,
- Support data sense-making processes to ensure high quality analysis.
- Review MEAL inputs for and draft final learning briefs including "Impact Reports", "Impact briefs" representative of all incoming MEAL data from PIIRS for different stakeholders internally and externally.
- Develop "CARE Egypt Annual Sensemaking" report for REACH, Impact and Program Quality, highlighting trends observed and reflecting on how/why might this trend be happening showing quantitative evidence for/against specific hypotheses or illustrative examples from learning briefs.

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> • Programme Directors • Project Managers • MEAL Officers • Global, regional teams working on knowledge Management. Project 	<ul style="list-style-type: none"> • Donors • Partners • CARE Egypt Programme Participants

Cycle Management, Gender Transformative MEAL, Responsible Data Management and PIIRS)	
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Working Environment

The position follows the normal working environment of the organization.

Indoor: 70 %

Outdoor: 30 %

Working Hazard: No

Working Days per week: 5 days

Days Off per week: 2 days

Working Hours: 8 Hours

Position Dimensions

POSITION DIMENSION	
Level of Authority (the position keeps track of the expenditure to ensure that there is no overspending)	Execute Assigned Duties
Budget Control	Make Expenditure on a Predefined Budget
Budget Amount	No Budget Control
Hiring Authority & Promotion	Does not Coach New Employees
	Does Not Supervise Employees
	Does not Participate in the Promotion Cycle
	Does not Approve Hiring New Employees
Consequence of Error	Impact the Organization

Job Requirements

Education:	BA/BSc or MA/MSc in Monitoring, Evaluation, Learning and Accountability, or relevant degree with experience in MEAL, and documentation/reporting
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Experience:	<ul style="list-style-type: none"> • At least 3 years' experience in development and/or humanitarian MEAL, knowledge management, and program quality. • Strong analytical skills, capacity, and ability to communicate complex data simply and clearly. • Ability to multitask and have flexibility in working hours as this role will require meetings across multiple time zones. • Experience working remotely in diverse teams and in a fast-changing environment and excellent communication and inter-personal skills. • Proven ability in effective information sharing and communication – a networker with a passion to learn from others and share. • Well networked and aware of global thought leadership on MEAL, data management, knowledge management and Gender transformative MEAL. • Excellent organizational skills and ability to work independently, manage time and execute tasks.
Computer Skills	<p>MS Office, Data visualisation and Power BI Statistical software, Advanced Data analysis skills Online open-source data collection and analysis software like KoBo, Dhis_2, other are an asset.</p>
Languages:	<ul style="list-style-type: none"> • English (Proficient: speaking, writing and reading) • Arabic (Proficient: speaking , writing and reading)