

TERM OF REFERENCE

Monitoring, Evaluation, Accountability, and Learning (MEAL) Enumerator

About Acted

Acted is committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. Acted endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. The commitment of Acted and that of our teams is guided by 4 core values: (1) Responsibility: we ensure the efficient and responsible delivery of humanitarian aid with the means and the resources that have been entrusted to us. (2) Impact: we are committed to having the most sustainable impact for the communities and the people with whom we engage. (3) Enterprising-spirit: we are enterprising and engage in our work with a spirit that creates value and overcomes challenges. (4) Inspiration: we strive to inspire all those around us through our vision, values, approaches, choices, practice, actions and advocacy.

Greening strategy

Acted's greening strategy aims to tackle environmental degradation and climate change while meeting the needs of the most vulnerable who are often those most affected by the deepening environmental crisis. Each Acted employee will adhere to these principles through key green programming responsibilities:

- Contribute towards the adherence and development of the greening strategy plan.
- Explore innovative green programming opportunities and/or solutions within your realm of responsibilities and roles.
- Encouraging and promoting environmental safeguarding processes and environmental programming standards in accordance with SOPs and technical guideline notes.

Acted PSEAH Policy

The area MEAL enumerator has the responsibility to adhere to the PSEAH Policy (Protection against Sexual Exploitation, Abuse and Harassment). The MEAL enumerator has the obligation to complete all mandatory trainings related to the Code of Conduct and the PSEA policy and report any safeguarding concern such as breaches of organisational policies or codes of conduct according to Acted's procedures. The MEAL enumerator carries out work duties in a way that does not harm children, vulnerable adults or other staff or volunteers.

LOCATION: Idleb office

START DATE: TBD

JOB PURPOSE

The Area MEAL enumerator is responsible for assisting the Area MEAL Officers to implement all MEAL field activities and tasks including assessments, beneficiary verification, data entry, reporting, collection of and ensuring adherence to lessons learned and best practices, and any other tasks as required.

CHAIN OF COMMAND

Under the authority of:

WORKING RELATIONS

Internal Relations:

- Area MEAL Officer - Area Senior MEAL Officer (in need) <u>Line Management:</u> - N/A	- Project Officers - Area Accountability Assistant - Capital MEAL Manager - Capital MEAL Specialist - Area Senior MEAL Officer <u>External Relations:</u> - Beneficiaries - Communities - Local government offices - Implementing partners/Partner organizations - External monitors/evaluators
--	--

OBJECTIVES

1. Implement MEAL assessments in the field in a reliable, accurate and transparent manner, including collecting primary and secondary data, reporting on findings, and supporting the development of tools and methodologies.
2. Support organizational learning by ensuring adherence to MEAL technical guidelines, lessons learned, and best practices.
3. Ensure lessons learnt and best practices are discoursed and documented by reporting them in a timely manner.
4. Contribute to the effective functioning of beneficiary complaints and response mechanism and enhance the trust and confidence of beneficiaries, identify areas of our work which need to be improved and ensure that Acted learns from the feedback provided through this process.

DUTIES AND RESPONSIBILITIES

1. Monitoring and Evaluation Missions

1.1. Field Data Collection

- a) Coordinate with the Area MEAL Officer to carry out the assessments (including, but not limited to: Knowledge, Attitudes and Practices (KAP) surveys, focus group discussions, key informant interviews, baseline and endline surveys, as well as other types of assessments and data collection that is required);
- b) Check that material necessary to carry out the assessment is sufficient and appropriate;
- c) Write down the observations and answers in an ordinate and clear way, recording responses accurately;
- d) Record and forward all complaints and suggestions received while in the field to the appropriate Accountability Officer/Accountability assistant.
- e) Collect evidence where applicable
- f) Probe to clarify unclear answers;
- g) Write down the observations and answers in an ordinate and clear way, recording responses accurately;

1.2. Reporting

- a) Report monitoring findings and any other findings and observation emerged during data collection activities frequently to the MEAL Officers so to communicate the progress of assessment activities;
- b) Recognize and give account of problems in obtaining data and provide useful feedback from field research activities;
- c) In the absence of a dedicated Data Entry Officer, enter all field data into appropriate databases on an accurate and timely basis;
- d) Cross-check the accuracy of data entry;

- e) Support the maintenance of an efficient and accurate filing system for all electronic and hard copy documents;
- f) Report monitoring findings at Daily/Weekly Area Meetings, as required by MEAL Officer;
- g) Collect high-resolution and good quality photos of Acted project activities in the field, featuring donor, partner and Acted logos, and delivery photos to the MEAL Officer (in line with Acted's Child Protection Policy and Photo Guidelines).

1.3. Support the Development of MEAL Tools and Methodologies

- a) Support the MEAL Officer in designing appropriate information collection tools and methodologies, including assessment Terms of Reference, and questionnaires;
- b) Support the translation of tools and methodologies into local language(s) as required.

2. Support to Organizational Learning

2.1. Collection of Lessons Learned and Best Practices

- a) Collect lessons learned and best practices from beneficiaries, community leaders, partners, and other stakeholders during assessment/monitoring missions;

2.2. Monitoring Adherence to Program Strategies and Guidelines

- a) Cross-check that project implementation adheres to the technical guidelines for the program, as required by the MEAL Officer;
- b) Monitor the implementation of lessons learned and best practices;
- c) Cross-check the accuracy and relevance of beneficiary selection according to contractual criteria.

3. Other

- a) Participate in any meetings or conferences as required by the MEAL Officer;
- b) Perform any other related activities as assigned by immediate supervisor.

KEY PERFORMANCE INDICATORS

- % of data collection missions conducted that reached sufficient data accuracy (data accuracy criteria as per Acted standards and as assessed by MEAL Officer overseeing the activity)
- % of effective supervision of the data collectors (enumerators) in the field
- Number of lessons learned, and best practices collected over the past 6 months
- Number of photos of Acted projects collected during the past 6 months that meet Acted standards
- # of data collections conducted
- # of data collection trainings attended
- # of effective communications done with programs during the OSM

QUALIFICATIONS

- **Essential qualifications**
 - At least one year of experience with NGOs and/or International Institutions in Monitoring and Evaluation
 - High school
 - Good command of using data collection tools/applications (Kobo, ODK)
 - Ability to build and sustain relationships with team members and interviewees in the field as well as the local authorities, i.e., camp managers, etc.
 - Flexibility and adaptability are essential, as well as the ability to plan, take initiative, and work under minimal supervision.
 - Capability to work under pressure and travel to the targeted areas within Acted projects
- **Preferred qualifications**
 - Previous experience within MEAL department

- Institute or College degree Diploma degree
- Basic English skills are an asset
- Good command of MS Excel and MS Word

How to Apply:

If you meet the requirements and interested in this role, please use the link below to access and complete the application form.

[MEAL Enumerator – Fill in form](#)