

Terms of Reference (ToR)

Position: MEAL Daily workers

Project: SYR 1094 BMZ TDA

Location : Aleppo

Duration: Until 31/12/2026

Daily Stipend: 20 USD per day.

1. Background

Welthungerhilfe (WHH) is a private, non-profit-making, politically independent, and non-denominational organization that supports people living in deprivation and poverty, irrespective of the color of their skin, their religious beliefs, or their worldview. WHH is working in the fields of development cooperation and humanitarian aid, relief aid, rehabilitation, and reconstruction.

Welthungerhilfe has been operating inside Syria since 2017. WHH has main offices in Aleppo and Damascus. The Syria Response program includes food security, WASH, Shelter and NFI, protection, early recovery and livelihood. Ever since, Welthungerhilfe has distributed food baskets, NFI & hygiene, Cash, agricultural vouchers etc. Welthungerhilfe aims to sustain humanitarian aid projects and increase the resilience of vulnerable people in Syria.

2. Objective

Welthungerhilfe (WHH) is seeking a dedicated M&E Daily Worker to support its Syria Response program in Aleppo. Reporting to the MEAL officer, the M&E Daily Worker will be responsible for FCRM, conducting field monitoring visits, data collection, and documentation. The successful candidate will collaborate closely with project staff, local administrators, and communities to ensure effective project implementation.

3. Scope of Work

1. Operate FCRM by entering data, referring complaints to the relevant team, following up on cases, and closing them.
2. Work and support the project monitoring activities and any other assessment tools at different locations.
3. Conduct field monitoring visits and process documentation through data collection and submit demand site visit reports, feedback, and suggestions to the MEAL officer.

4. Work in coherence with WHH project field staff, local administrators, targeting group
5. Members and communities to ensure that the project is implemented properly and effectively.
6. Carry out any activities assigned by the MEAL officer.
7. Ensures timely and proper project monitoring in catchment areas.
8. Conduct assessments and surveys, data collections, and data gathering through different tools such as MS Office applications, and CommCare.
9. Use direct communication channels such as WhatsApp group, e-mail, or direct call to report security issues could be affected by our activity's implementation in catchment areas.
10. Monitoring distribution, redemption vouchers as well as conducting verification and PDM/PIM.
11. Facilitate the gathering of evidence-based knowledge on the positive and negative impact that the emergency response is having on the communities in the project areas, especially women and children.
12. Any duties requested from a line manager

4. Expected Deliverables

The Daily Worker will, operate FCRM, support field monitoring activities through regular site visits, data collection, assessments, and reporting to ensure effective project implementation. The role includes monitoring distributions, conducting verification and PDM/PIM activities, and maintaining accurate documentation using tools such as CommCare and MS Office. The Daily Worker will coordinate closely with project staff, local authorities, and communities while reporting any security or implementation concerns in a timely manner. The position will also contribute to gathering evidence on project impact and support additional MEAL tasks assigned by the line manager.

5. Qualification & Experience

- A bachelor's or high school diploma in a relevant field from a recognized education entity, information technology is preferable.
- Minimum 1 year of experience of work in emergency or development context projects
- Working on digital collecting data tools such as Kobotoolbox, commcare.

Desired

- Experience working in insecure and remote locations and reporting to remotely located management

- Writing onsite visit reports in English, if needed
- Working with INGO or UN agencies
- Conduct KII and FGDs

This job description is not incorporated into the employment contract. It is a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments following discussion with the post holder. The post holder will be expected to work to agreed objectives as set by the Head of Project.

Other Requirements

As a daily worker, the incumbent is required to have their computer, smart phones and access to the internet, and payment is only made upon satisfactory submission of the following deliverables:

Timesheets, Reports

Reporting

On-Site visit reports together with the monitoring photos should be submitted after each visit to the line manager. Besides, weekly summary reports and tracking sheets should be submitted at the end of each week.

6. Reporting Line

The daily worker will report to the MEAL assistant.

7. Remuneration: 20 USD per day for contract period. The payment will be made based on a timesheet.

How to Apply:

Interested candidates should submit their CVs and Certificates to email: syria.procurement@welthungerhilfe.de and write in subject line the following title: **DW FCRM**

Deadline: 25.05.2026