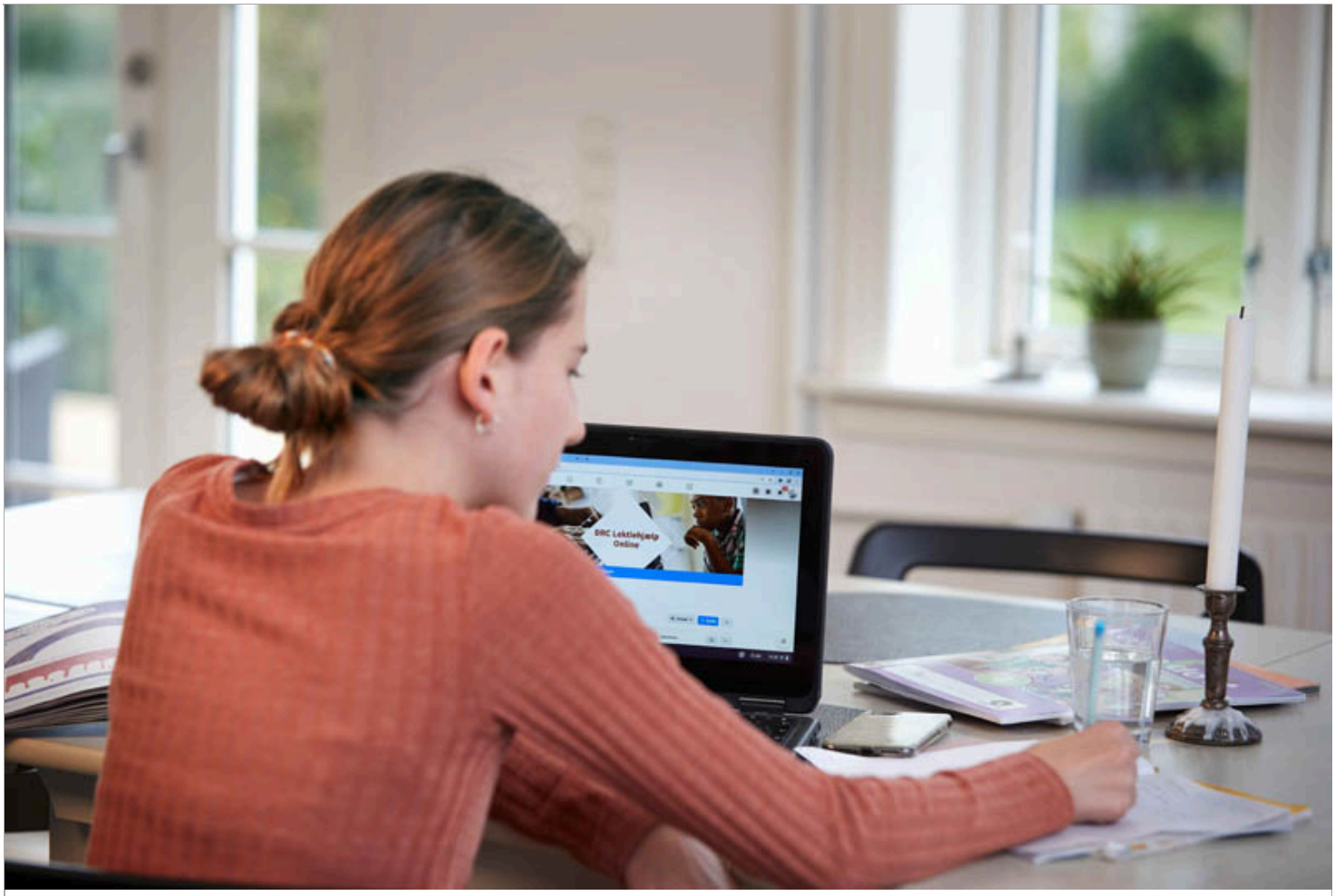


Monitoring, Evaluation, Accountability, and Learning (MEAL) Specialist

Who are we?

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunities for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfillment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956 and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.

All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

DRC Syria

DRC has been operating in Syria since 2008, initially responding to the Iraqi refugee crisis before pivoting to a full-scale response to the Syria crisis from 2011 onwards. Our work encompasses the full cycle of displacement—responding to **life-saving humanitarian needs** and supporting community recovery until **durable solutions can be achieved**. DRC Syria takes an area-based approach to supporting internally displaced persons (IDPs), returnees, and host communities across our key sectors: Economic Recovery and Resilience, Protection, WASH, Shelter and Infrastructure, and Humanitarian Disarmament and Peacebuilding (including Humanitarian Mine Action).

With an established rapid response mechanism, DRC can **rapidly respond to emerging crises and shocks** to meet **acute emergency needs**. Recognizing the significant need for **early recovery and resilience programming** to ensure dignified, sustainable, and cost-effective solutions for fragile

DANISH REFUGEE COUNCIL

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APPLY FOR POSITION

Application due:
11/21/2026

Workplace:
Damascus Country Office, with minimum 30% travel to DRC Area and Field Offices

Department/Country:
Syria

Contract type:
National contract

Homepage:
drc.ngo

ABOUT DRC

communities, DRC's programmes foster resilience for individuals and communities in situations of protracted displacement and during the initial stages of post-conflict recovery, towards a **durable solution of their choice**. With active portfolios in the neighboring countries of Jordan, Lebanon, Türkiye and Iraq, DRC offers a **cross-border, regional response** to the Syria crisis, through cross-border protection monitoring, advocacy, and trends analysis.

Founded in 1956, DRC Danish Refugee Council is Denmark's largest, and a leading international NGO. We have continuously been ranked as one of the best NGOs in the world - and are one of the few with a specific expertise in forced displacement. In around 30 countries, we protect, advocate and build sustainable futures for refugees and other displacement-affected people and communities.

Overall purpose of the role:

- Play a leading role in the development, implementation, and management of the MEAL Strategy and workplan, and contribute to DRC's accountability commitments, learning needs, and priorities.
- Support the mainstreaming of MEAL throughout the project cycle, reinforcing quality programme management.
- Provide technical support and oversight to MEAL staff in the area offices to effectively carry out the MEAL plan for applicable projects.
- The MEAL Specialist will also contribute to embedding localisation commitments within MEAL systems by strengthening national partner capacities, promoting equitable and proportionate monitoring and reporting approaches, and ensuring accountability mechanisms are inclusive, accessible, and responsive to affected communities and local actors.

Responsibilities:

MEAL capacities and commitments

- Apply and adapt DRC's Global MEAL Model to the local circumstances and corresponding programmes in Syria to develop, implement, manage, and learn from MEAL systems.
- Apply DRC guidance for MEAL and division of roles and responsibilities, particularly vis-à-vis programme staff, and foster collaborative relationships with internal stakeholders.
- Identify gaps as well as required amendments to standard processes and MEAL systems to adapt to programmatic growth and changes
- Identify and plan for the human resources, financial resources, and time needed to carry out MEAL activities in close coordination with the MEAL Manager, Area Management and programme teams.
- Apply DRC guidance with regards to GDPR and data protection, specifically for MEAL-related data. Liaise with relevant internal counterparts responsible for data protection.
- Identify, adapt, and apply accountability and ethical frameworks and principles, including the Core Humanitarian Standards (CHS).
- Contribute to capacity building and provide technical support for programme and field staff to improve field monitoring and strengthen evidence.
- Support the adaptation of MEAL systems to partnership modalities, ensuring that monitoring, reporting, and accountability requirements are proportionate and aligned with national partner capacities.
- Contribute to the development of joint MEAL plans with national partners, clarifying roles, responsibilities, and mutual accountability arrangements.

Results Monitoring and programme quality support.

- Alongside the MEAL Manager, lead in the development of M&E tools and guidelines for data collection, collation and reporting (ensuring these are gender sensitive and contextually appropriate)
- Engage in and support quality throughout the project cycle, including in partnership-based programming, ensuring that MEAL roles and responsibilities between DRC and partners are clearly defined and collaboratively implemented.
- Promote participatory and community-based monitoring approaches that elevate local perspectives and strengthen community ownership of programmes.
- Ensure development and adequate maintenance of MEAL plans, indicator tracking tools, and other relevant tools and ensure the MEAL team understand how to technically carry out commitments to the donor reflected in the logframe
- Support Technical Coordinators and Grants personnel in designing Logical Frameworks and MEAL activities at the proposal development stage.
- Design, refine, and deploy data collection in close collaboration with Technical Coordinators, combining quantitative and qualitative methods.
- Maintain and support processes and protocols for data protection, storage, sharing, and security.
- Participate in, and contribute to, Grant Opening, Review, and Close-out meetings in order to highlight cross-project components aimed at replicating good practices and strengthening synergies between projects or programmes.
- Develop appropriate data collection instruments and monitoring, tracking, and reporting systems that generate quality data and promote and ensure use of evidence-based outcome data for decision-making processes.
- In coordination with Technical Coordinators, conduct the analysis of MEAL qualitative and quantitative data, process the data, and produce reports in line with internal information needs and external reporting obligations.

Accountability

- Support in the roll out of CHS assessments, providing support to the MEAL Officers in providing accountability findings/recommendations and how to share regularly in an appropriate format
- Contribute to the management of DRC's Community Feedback Mechanism (CFM), in close collaboration with the Accountability Officer and MEAL Staff.
- Build the capacity of staff to plan and implement effective accountability systems for the country programme.
- Ensure actions are followed to up close the feedback loop and ensure all complaints are processed in a timely, safe, and accountable manner.
- Support the MEAL Manager during CHS certification/CHS self-assessment processes, and when needed, liaise with HQ and coordinate with CO management.

Evaluation, analysis and learning

- Contribute (as appropriate) to analysis and evaluations for data-driven evidence and use.
- Plan for and perform quantitative and qualitative data processing, analysis and visualisation adequate for specific audiences and purposes.
- Support utilisation of results for better planning and decision making; and share knowledge and learning for improved programming within DRC and beyond.
- Translate MEAL findings into organisational learning; plan and implement learning events and design appropriate learning products.
- Regularly present the key MEAL findings and feedback to the programme teams, and when relevant, to the Senior Management Team.
- Facilitate joint reflection and learning sessions with programme teams and national partners to translate MEAL findings into adaptive programme improvements.
- Document and disseminate localisation-related lessons learned, including partnership effectiveness and community engagement outcomes.

Perform other duties as directed by the MEAL Manager and Consortium MEAL Coordinator.

Experience and technical competencies:

a) Essential

- Minimum 4 years of relevant work experience in monitoring, evaluation, accountability, and learning of humanitarian and development programmes.
- Experience working with International/National NGOs, UN agencies in humanitarian settings.
- Experience working with or strengthening MEAL systems of national partners or local civil society organizations.
- Demonstrated understanding of localisation principles and equitable partnership approaches in humanitarian contexts.
- Strong knowledge and familiarity with Theories of Change and Logical Frameworks, including impact, outcome, and indicator design.
- Advanced understanding of MEAL principles and processes, including data collection, management, analysis, and reporting.
- Demonstrated experience designing and implementing MEAL Plans and data collection tools, in collaboration with programme teams.
- Proven experience in effectively working with a variety of donor requirements, including but not limited to ECHO, Danida, SDC, Sida, UN agencies.
- Advanced skills in design, implementation, and quality assurance throughout data collection, such as Kobo Toolbox, ODK, and others.
- Demonstrated experience in producing analytical information products from primary and secondary data sources.
- Understanding of mix-methods approach, research methodologies, and the nature and use of evidence.
- Familiarity with CFM, with an ability to handle sensitive issues with discretion and confidentiality.
- Strong understanding of CHS; ability to apply accountability and ethical standards in everyday work.
- Excellent verbal and written communication skills; ability to collaborate with a diverse range of colleagues and stakeholders.
- Advanced skills in Excel, MS Word, PowerPoint, and Office365.
- Full professional proficiency in both Arabic and English, including translation and report writing skills.

b) Desirable

- Experience in statistical software, such as SPSS, and visualisation tools, such as PowerBi or Tableau.
- Knowledge of ArcGIS/QGIS, NVivo (or other qualitative analysis software).
- Experience carrying out capacity development initiatives, including trainings.
- Experience working in DRC Core Sectors in Syria (Economic Recovery, Shelter & Settlements, Protection).
- Experience facilitating joint learning workshops or capacity strengthening initiatives with partners.

Education:

A Bachelor's degree in relevant field (international development, social sciences, research, statistics, etc.) + at least 4 years of relevant experience

Languages:

- Arabic (fluent)
- English (fluent)

In this position, you are expected to demonstrate DRC' five core competencies:

- **Striving for excellence:** You focus on reaching results while ensuring an efficient process.
- **Collaborating:** You involve relevant parties and encourage feedback.
- **Taking the lead:** You take ownership and initiative while aiming for innovation.
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** You act in line with our vision and values.

We offer:

Contract length: 6 months (Extension based on performance and funds)

Level: Non-Management – G2

Location: Damascus Country Office, with minimum 30% travel to DRC Area and Field Offices

Expected Start date: 01 December 2026

Application process:

Interested? Then apply for this position here: Talentech - Monitoring, Evaluation, Accountability, and Learning (MEAL) Specialist - Application Form

All applicants must send a cover letter and an updated CV (no longer than four pages). Both must be in English language. **CV-only applications will not be considered**.

Applications close: **21 November 2026**

Need further information?

For further information about the Danish Refugee Council, please consult our website www.drc.org

DRC as an employer
By working in DRC, you will be joining a global workforce of around 6000 employees in approximately 30 countries. We pride ourselves on our:

- Professionalism, impact & expertise
- Humanitarian approach & the work we do
- Purpose, meaningfulness & own contribution
- Culture, values & strong leadership
- Fair compensation & continuous development

DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

If you have questions or are facing problems with the online application process, please visit drc.ngo/jobsupport.

Danish Refugee Council is an equal opportunity employer and we consider all applicants based on individual merit and qualifications, regardless of personal characteristics or attributes. We are committed to increasing the diversity of our workforce, aiming for a 50% balance of men and women in management roles and ensuring that at least 50% of management roles are filled by national staff. We recognize that a diverse and inclusive team is crucial for achieving our organizational goals and making a positive impact on the communities we serve.

About DRC

DRC Dansk Flygtningehjælp

03:07

Apply for position