MEAL Lead – Syria Education Programme III

Job Description

MEAL Lead, Syria Education Programme III - Syria

Job Title: MEAL Lead, Syria Education Programme III

Reports to: Team Leader, Syria Education Programme III

Terms: *Fixed Term (24 months with possibility of extension), Fully office based*

Location: *Damascus, Syria (with frequent travel* (up to 30%) *to area offices)*

Note: this role is subject to funding

Requirements: *The person will be based in Damascus with frequent travel* (up to 30%) *to area offices*

About Concern: Established in 1968, Concern Worldwide is an international, humanitarian, non-governmental organisation dedicated to the elimination of extreme poverty and the reduction of human suffering, primarily in fragile countries.

Our Vision is a world where all people live in peace and prosperity and are treated equally, with dignity and respect. Informed by the priorities of affected communities, we go where the needs are greatest, and work to save lives, protect and develop livelihoods, support recovery and build long-term resilience

To advance our mission and ensure high quality, impactful work, we are guided by our core values and a culture committed to inclusion, compassion, and humanity. Inspired by our founders and our long history of effective programming, these values reflect both who we are and how we address extreme poverty in the world's most fragile contexts.

We are dedicated to fostering a workplace where everyone feels valued and supported to succeed and contribute to our mission.

Background to Syria Education Programme III:

The UK Foreign, Commonwealth and Development Office (FCDO) is developing the Syria Education Programme III (SEP III) which aims to strengthen Syria's education system and improve access to quality, inclusive primary education nationwide. SEP III has two components. The first, which is the subject of this contract, is politically informed technical assistance (TA) to the Ministry of Education (MoE) and Education Directorates to strengthen inclusive, effective and evidence-based policy making. The second is non-formal education (NFE) for returning refugees and internally displaced persons, which is outside the scope of this contract and will be delivered by a separate provider. The TA supplier will be required to work collaboratively with the NFE component.

The TA programme is scheduled to begin on 1 July 2027 and will be implemented over a five-year period, including a six-month inception phase. The exact scope of the technical assistance work will be determined jointly with FCDO and the MoE through a demand-led, co-designed and flexible approach. There will be three delivery pillars to the technical assistance:

1) Services and analysis: types of products include political economy analysis, diagnostics, GEDSI analysis, power and stakeholder mapping, roadmaps, research to inform TA implementation and policy decisions etc
2) Foundational learning thematic TA supporting the design, adaptation, implementation, testing and/or scale-up of evidence-based approaches to improve foundational learning outcomes e.g. teacher development; coaching and supervision; safeguarding; learning data generation and use; inclusive education
3) Education systems strengthening TA sustainably improving policy, decision making and planning to strengthen the educational system e.g. through sector planning and prioritisation strategies, policy development, financial management, monitoring and accountability processes.

Programme details are indicative and will be confirmed in FCDO's Tender Notice.

Role Purpose: The MEAL Lead will provide strategic leadership for monitoring, evaluation, accountability and learning across SEP III, ensuring robust measurement of programme results and the contribution of technical assistance to education systems strengthening and reform. They will promote politically informed, evidence-based and adaptive programme delivery, ensuring that learning informs strategic and operational decision-making and that performance is effectively monitored and reported against FCDO requirements. This role is contingent on Concern being successful in its proposal to deliver SEP III, with an expected start date in July 2027.

Responsibilities:

MEAL Strategy and Systems

- During the six-month inception phase, lead development of the MEAL plan, baselines, results framework and inception report MEAL sections for FCDO approval.
- Lead the design, establishment and regular review of SEP III's MEAL strategy, Theory of Change and results framework.
- Establish approaches to assessing technical assistance quality, institutional change, adoption of recommendations and progress towards education systems reform.
- Establish secure, conflict-sensitive data management systems compliant with Concern and FCDO data protection requirements.
- Where requested, provide TA to MoE and Education Directorates to strengthen their own monitoring, data use and accountability systems.

Performance Monitoring and Accountability

- Define baselines, targets, data sources and verification protocols for programme outcomes, contractual milestones and key performance indicators.
- Oversee collection, validation, analysis and management of monitoring data, maintaining quality, ethical standards and appropriate disaggregation.
- Coordinate MEAL contributions to quarterly, annual or ad-hoc reports, providing the Team Leader with clear analysis of progress, risks, achievements and corrective actions.

Learning, Evaluation and Adaptive Management

- Design and facilitate structured learning cycles connecting analysis and monitoring evidence to the prioritisation, co-design, testing, learning and adjustment of technical assistance.
- Ensure decisions to continue, stop, adapt, scale or pivot work are documented, with clear rationale, evidence and implications for programme strategy and delivery.
- Oversee programme assessments, evaluations and research.

- Support learning exchange with the separately managed FCDO SEP III NFE component.

Programme Collaboration and Team Leadership

- Support the Education Technical Assistance Lead and technical assistance pool (including Concern and partners) to apply monitoring, evidence and learning standards across assignments.
- Collaborate with technical colleagues to embed gender equality, disability and social inclusion (GEDSI) and conflict sensitivity throughout evidence generation and learning.
- Coordinate any MEAL staff, specialist consultants or external evaluators engaged by the programme, fostering a culture of reflection, accountability and continuous improvement.
- Offer training, guidance, and consultation on interpreting and utilising performance benchmarks, indicators, and reports as needed.
- All staff are responsible for upholding and promoting Concern's values, including our workplace equality, diversity and inclusion, and safeguarding values.
- All staff are required to participate and contribute as necessary towards Concern's emergency response as and when required.

Role Holder Requirements:

- Advanced degree (Master's or equivalent experience) in social science, evaluation research, education, international development or a related discipline.
- Minimum of 5-7 years' experience in MEAL on complex international development programmes, including senior-level responsibilities in education, governance or technical assistance, with at least 3 years management/ advisory experience.
- Demonstrated expertise in theories of change, results frameworks, indicator development, data quality assurance, mixed-methods evaluation and donor reporting.
- Proven ability to measure institutional and policy change and assess the contribution of demand-led technical assistance where attribution is challenging.
- Strong experience facilitating learning and adaptive management, using monitoring evidence and political economy insights to influence strategy and operational decisions.
- Knowledge of FCDO reporting, contractual performance indicators, evidence verification and value-for-money expectations; experience of FCDO commercial contracts or milestone-based delivery is highly desirable.
- Ability to work effectively across programme leadership, finance and technical teams, strengthening colleagues' use of evidence while maintaining clear lines of accountability.
- Strong analytical, facilitation, written communication and people-management skills, with the ability to explain complex findings and recommend practical changes.
- Demonstrated commitment to gender equality, disability and social inclusion, safeguarding, research ethics, data protection and conflict-sensitive programming.
- Fluency in English required; Arabic language skills strongly preferred.

Competencies:

Candidates are expected to demonstrate abilities in the following priority competency areas:

Managing Yourself	**Planning and decision-making**
Individual leadership	Creativity and innovation
Communication and working with others	Influence, advocacy and networking
Delivering results	Change

We encourage all eligible candidates, irrespective of gender, ethnicity or origin, disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status to apply to become a part of the organisation. Concern is against all forms of discrimination and unequal power relations and is committed to promoting equality.

Syrians are highly encouraged to apply.

To apply: Please complete your details using the following link **https://forms.gle/hUsr2o1Vxc9SVouN7** by or before 26 December 2026.

Due to the urgency of this position, applications will be shortlisted on a regular basis, and we may offer posts before the closing date.

If you have any concerns about our recruitment process and need particular assistance - for example if you have a visual impairment or are neurodivergent - please let us know and we will do our best to accommodate you.

We encourage all eligible candidates, irrespective of gender, ethnicity or origin, disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status to apply to become a part of the organization. Concern is against all forms of discrimination and unequal power relations and is committed to promoting equality.

If this role sounds right for you, please apply with your CV and cover letter. We will respond to every applicant. Please be aware we may offer positions before the closing date.

If you have any concerns about our recruitment process and need particular assistance - for example if you have a disability e.g. a hearing impairment - please let us know and we will do our best to respond to your needs.

Important information:
Concern has an organisational **Code of Conduct** supported by three Associated Policies: The **Programme Participant Protection Policy, the Child Safeguarding Policy, and the Anti-Trafficking in Persons Policy** accessible here. These have been designed to ensure the highest level of protection for everyone the organization engages through its work. The policies set out the behaviours and responsibilities that Concern staff, and all its representatives (including consultants, contractors, sub-contractors, suppliers, partners, visitors, ambassadors and Board members) are expected to uphold. They also articulate Concern's commitment to safeguarding and protecting adults and children from harm in all aspects of our work. We will therefore do everything possible to ensure that only those who are suitable to work or volunteer with adults and children are recruited by us for such roles. Consequently, working or volunteering with Concern may be subject to a range of vetting checks, including criminal background checking.
In this context, all staff and representatives of Concern have a responsibility to uphold the highest standards in their work, in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies.

Your Personal Data:
During this job application, you will provide Concern with your personal data. Concern takes its responsibilities towards this personal data very seriously and is committed to complying with all relevant data protection legislation.
For additional information please consult our web site or contact the Human Resource Division in our Head Office.

You have certain rights under data protection legislation. For more information on how to exercise those rights please visit www.concern.net/about/privacy