



JOB ANNOUNCEMENT – MEAL Manager

HI, founded in 1982 in Cambodia and working today in more than 60 countries, is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. HI works alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. The organization is one of the few specialized actors on disability that implements programs across various sectors, including physical rehabilitation, health, livelihood, demining, education, support to OPDs and policymaking.

HI put specific emphasis on working directly with national and local organizations including OPDs and Civil Society Organizations (CSOs), authorities, and institutions to ensure a better impact toward the sustainability of our actions.

In Cambodia, HI currently implementing 6 projects in Phnom Penh for national-level activities and provincial-level activities in Kampong Cham, Tboung Khmum, Takeo, Prey Veng, Kratie, Siem Reap, Mondulkiri, Ratanakiri, Battambang, Pailin, Kampong Speu and Preah Vihear.

- 1) **SHARE Project:** Support a holistic approach for the rehabilitation of adults and children with disabilities. Component - Inclusive Education & Rehabilitation. Funded by MAEE LUX (Jan.2018 - Dec.2027).
- 2) **ATscale Project:** Strengthening government capacity in increasing access and improving management of Assistive Technology (AT) services in Cambodia. Component – Mobility (Rehabilitation). Funded by UNOPS/ATscale (Mar.2023-Feb.2026).
- 3) **ACCESS-2:** Improving quality & inclusive rehabilitation services in Kampong Cham province. Component – Rehabilitation. Funded by DFAT/ACCESS-2 (Sep.2024 – Jun.2028).
- 4) **VA (Cfriv):** Improving physical rehabilitation services to support an integrated approach to Victim Assistance. Funded by UNDP (Sep.2024 – Aug.2025).
- 5) **DARM:** Supporting long-term development and risk management of the Cambodian Self-Help Demining Organization. Funded by US-PM/WRA (Feb.2021 - Jan.2025).
- 6) **ILAB:** Bridging Barriers and Unlocking Potential (B-UP), Improving Access to Decent Work for People with Disabilities. Funded by US-DOL/ILAB (Jan.2025 – Jun.2029).

HI is recruiting one qualified candidate to fulfill the following post:

- Position: **MEAL Manager**
- Location: **Phnom Penh** (with regular travel to the provinces)
- Contract Type: **Fixed Duration Contract (FDC)**
- Contract duration: **54 months**
- Working Schedule: **Full time (40 hours per week)**
- Expected starting date: **January 2025**
- Salary and Benefit Package: Salary rank starting from **USD 1,707** (based on the experience) and other benefits are in accordance with HI Cambodia remuneration policy.

General mission

Reporting to the Southeast Asia (SEA) Regional MEAL Manager, the US-DOL-ILAB (Bridging Barriers and Unlocking Potential, B-UP) Monitoring, Evaluation, Accountability, and Learning (MEAL) Manager will support the assigned project/s in Cambodia in setting up and implementing MEAL and information management systems following the minimum commitments described in HI's Project Quality Policy (PQP) and US Department of Labor's (US-DOL) Office of Child Labor, Forced Labor, and Human Trafficking (OFCT) M&E requirements.

The MEAL Manager will primarily support and train HI and partner teams of the B-UP Project in designing and implementing project management and MEAL tools and collecting and analyzing data to monitor and assess project performance and results.

Funded by US-DOL, the B-UP Project is a 54-month project that aims to increase the responsiveness of Cambodian Organizations of Persons with Disabilities (OPDs) and their key stakeholders to labour exploitation and barriers that impede access to decent work. HI is leading the project, in partnership with the International Labour Organization (ILO) and Cambodian Disabled People's Organization (CDPO).

The MEAL Manager is part of HI SEA's regional MEAL team and therefore, contributes to accomplishing its mandate, especially during humanitarian responses, and to the design and implementation of HI's regional MEAL strategy, action plan, and guidelines in the country.

Line Manager: Southeast Asia Regional MEAL Manager

Missions / responsibilities (*)

Mission 1: Strategy and Steering

- Contributes to defining the MEAL-IM action plan in the SEA region and its implementation and monitoring in Cambodia.
- In close collaboration with the SEA Regional MEAL Manager and the Cambodia team, ensures the implementation of MEAL-IM guidelines are adapted to the Cambodian and/or intervention context and enable compliance with HI standards.
- Forwards to the SEA Regional MEAL manager any information or difficulties that could improve these systems.
- Helps drive the performance of the MEAL-IM department in the SEA region and Cambodia.

Mission 2: Management

- Helps oversee and develop the capacities of MEAL-IM teams of assigned project/s, including MEAL focal points of implementing partners, to support MEAL-IM activities throughout the project and ensure the minimum commitments of the PQP, donor guidelines, and other key standards and guidelines are respected.
- Represents HI's MEAL and IM expertise in internal and external MEAL-IM networks in Cambodia and/or SEA region where relevant.
- Contributes to developing and operationalizing MEAL-IM guidelines considering the Cambodian context and relevant standards.

Mission 3: Project Management Systems

- Trains and coaches MEAL-IM teams and project teams on the PQP and project management guidelines and tools.
- Guides the assigned project/s in planning and implementing essential project management processes, including developing a system to follow up recommendations from steering meetings, project reviews, and other key processes.

Mission 4: Monitoring Systems

- Works with the donor and project and technical teams to develop the MEAL plan of assigned project/s to include a results framework, activity mapping, monitoring plan with appropriate indicators, and data reporting form.
- Ensures the integration of diversity, equity, inclusion, and accessibility principles in the MEAL planning and implementation.
- Facilitates the development of project-specific child labour/forced labour definitions, as applicable, and the detailed participants' eligibility and selection criteria.
- Establishes the baseline and target values for USDOL standard and project-specific indicators, including rigorous studies and/or monitoring activities.

- Trains, provides technical support and overall guidance to implement the approved MEAL plan in the assigned project/s, including data collection, entry, processing, quality assessment, analysis, and reporting.

Mission 5: Evaluation Systems

- Works with the donor and project and technical teams of assigned project/s to develop and follow an evaluation plan to assess the effectiveness and sustainability of key components or activities using HI and donor evaluation guidelines and tools.
- Assists in the dissemination of evaluation findings with project participants and stakeholders.
- Supports the development of action plans on the evaluation recommendations and lessons.

Mission 6: Accountability Systems

- Ensures the SEA standard operating procedures (SOP) on accountability to affected populations (AAP) are followed in assigned project/s, including by implementing partner teams.
- Trains partner, operations, technical, and support teams on AAP and the SOP.
- Ensures a feedback and complaints mechanism is set up and functional in the assigned project/s and contributes to the country program as a whole.
- Contributes to the development of a Risk Management Plan, per requirements in the Management Procedures and Guidelines (MPG), that is based on the risk register in the technical proposal.
- Supports community and partner consultations in setting up and implementing the accountability system through feedback and complaints mechanisms (FCM).
- Raises community awareness about the different FCMs available and supports its implementation.
- Works with the project and technical teams and field safeguarding focal points in ensuring the safe and equitable participation of all project participants, especially persons with disabilities and vulnerable people, throughout the project.
- Oversees the use of participatory strategies and approaches throughout the assigned project/s.
- Ensures the responsible management of the FCM database and provides analysis on demand.
- Provide regular feedback to the SEA Regional MEAL manager on the accountability mechanisms in place to enable the continuous improvement of interventions.

Mission 7: Learning Systems

- Ensures the development and implementation of learning plans in the assigned project/s to improve project quality and disseminate lessons to relevant stakeholders.
- Supports the planning and implementation of learning activities, including project reviews, after-action reviews, and lessons learned workshops.
- Ensures collection, analysis, modelling, and ownership of knowledge products in the assigned project/s in Cambodia, following frameworks defined by the SEA Regional MEAL Manager.
- Ensures collective learning in the assigned project/s and contributes to the SEA region by sharing knowledge produced internally and at the global level.

Mission 8: Information Management Systems

- Work with the donor and project and technical teams to develop and implement beneficiary data management standard operating procedures, including necessary informed consent forms, confidentiality or data sharing agreements, data security protocols, and data quality assessments (DQA).
- Trains project teams, including implementing partner teams, on IM guidelines and tools.
- Builds a database for the assigned project/s to track indicator progress and synthesize beneficiary data.
- Ensures data disaggregation, at the minimum sex, gender, age, disability status and type to ensure inclusion and equitable access of all project participants.
- Extracts and creates visualization from the database on demand.
- Ensures the regular review, cleaning, and responsible storage and archiving of the database following the approved guidelines.
- Guides the assigned project/s in ethical and responsible data management and on any applicable data protection laws and policies.

Mission 9: Emergency Preparedness and Response

- Contributes to the SEA region and Cambodia's emergency preparedness actions and, in an emergency, adapts MEAL-IM working methods to contribute to an effective humanitarian approach by HI.

Specific mission: In addition, the MEAL Manager may undertake any other duty requested by his/her line manager that may be required for the service.

Experiences and Qualifications:

- Bachelor's or Master's degree in statistics, demographics, public policy, international development, economics, or related field. Master's degree or Bachelor's plus an advanced certificate in M&E, statistics, economics, or international development preferred; or, ten (10) years or more of related work experience.
- Minimum of ten years of professional experience in a senior M&E position responsible for implementing M&E activities of international development projects.
- Solid understanding of the project management cycle, results-based monitoring and evaluation, accountability to affected populations or community engagement, and learning methods.
- Proven success in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- Experience in planning and managing various studies; for example, performance evaluations, baseline studies, case studies, and gender/diversity-related studies.
- Experience designing and managing multiple disaggregation variables for participant monitoring and database systems, including gender and age.
- Proficient in quantitative and qualitative data collection methods and analysis through in-person or remote platforms like Survey CTO, Kobo, etc.
- Experience in strategic planning and performance measurement, including indicator design, target setting, reporting, database management, and developing M&E and performance monitoring plans.
- Experience in designing and administering data collection tools, conducting data entry, data cleaning, data processing and analysis.
- Knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed method, and impact) and data collection and analysis methodologies.
- Experience managing and providing ongoing training to M&E field officers and/or subrecipients.
- Experience with data quality assessments and oversight.
- Experience with disability strongly preferred.
- Experience in designing mainstreaming and analysis frameworks pertaining to gender and disability; experience developing indicators related to disability and gender is preferred.
- Strong people, negotiation, and communication skills, especially in collaborative settings with multi-disciplinary teams and colleagues
- Adaptive to evolving contexts and intercultural environments.
- Excellent in speaking and writing in English and Khmer languages, preferably with Test of TOEFL/IELTS score or transcript showing completion of advanced English language coursework.

HI is committed to equal employment opportunities for all applicants. HI is committed to the principle of diversity and particularly welcomes applications from people with disabilities and women.

The successful applicant will be expected to comply with HI's Code of Conduct; Child Protection Policy; Policy on Prevention from Sexual Exploitation and Abuse; Anti-fraud, bribery, and Corruption Policy; and Disability, Gender, and Age Policy.

Applications must be submitted by the **31st of December 2024 at 5 PM Cambodia time** by addressing position title **MEAL Manager** and should include a cover letter addressing the requirements together with a curriculum vitae (maximum of 4 pages), current photo, names and contacts of two professional references (preferably from line managers) that can support your application.

The position will be closed once a candidate has been identified. Only short-listed candidates will be contacted for an interview. All application documents will be treated confidentially and will not be returned.

Applications are invited to submit their applications by email: recruitment@cambodia.hi.org

Or hardcopy by addressing to:

HR Department

G17 Floor (G1711-13A), GIA Tower, Sopheak Mongkul Street, Diamond Island, Sangkat
Tonle Bassac, Khan Chamkamon, Phnom Penh, Cambodia.
P.O. Box 586, Telephone: +855 (0) 23 217 300, Website: www.hi.org

Women and people with disabilities are strongly encouraged to apply.

Please provide details in your application form / cover letter if there is any specified support in terms of disabilities needs.