



**Monitoring, Evaluation and
Accountability Manager
Fixed Term Contract for 2 years/Full-Time**



CBM Global

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CBM Global Disability Inclusion Vereniging - Dutch Chamber of
Commerce No. 75787032

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100174

www.cbm-global.org

Recruitment Pack

CBM Global

Our Vision: an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

Our Mission: fighting to end the cycle of poverty and disability.

Our Values:

- We champion **inclusion**
- We strive for **justice**
- We pursue **excellence**
- We embrace **partnership**
- We live with **integrity**

While the world has been making progress in tackling poverty, people with disabilities are being left behind. CBM Global works alongside people with disabilities in the world's poorest places to fight poverty and exclusion and transform lives. Driven by Christian values, we seek out and work with the most marginalised in society, irrespective of race, gender or religion, recognising the equal worth of every individual.

Drawing on over 100 years' experience and world-leading expertise in disability-inclusive community development and humanitarian action, inclusive eye health and community mental health, CBM Global works with partners to break the cycle of poverty and disability and build inclusive communities. Our programmes across Africa, Asia and Latin America are developed and delivered with local partner organisations to ensure long-term transformation and accountability in communities we serve. We're deeply committed to the principle of "nothing about us without us", and we therefore work closely with and support organisations of people with disabilities.

CBM Global is made up of CBM Australia, CBM Ireland, CBM Kenya, CBM New Zealand, CBM Switzerland, and CBM UK with programmes worldwide and Country Offices in Philippines, Bangladesh, Laos, Nepal, Indonesia, Kenya, Zimbabwe, Burkina Faso, Nigeria, Madagascar and Bolivia. CBM Global works in over 20 countries, maximising our impact through long-term, authentic partnership and a coordinated mix of inclusive community-based programmes, local to global advocacy and delivering inclusion advice to other organisations.

We draw on learning and evidence from our community work to inform our advocacy hand-in-hand with the Disability Movement at local, national and international levels, including with the UN, to achieve systemic change for people with disabilities. We advise governments, UN bodies and other organisations on how to ensure inclusion in their own organisations, policies and programmes to further amplify our impact.

The Role

Monitoring, Evaluation and Accountability (MEAL) Manager Fixed term contract for 2 years/Full-Time

Reports to:

The *MEAL Manager* will report to the International Director

Job Overview and Core Purpose

CBM Global is seeking to achieve a step change in our monitoring, evaluation, accountability and learning (MEAL). We aim to:

- Be better able to measure and communicate our impact and what we achieve as a Federation.
- Be more accountable to those that support us and to those we serve
- Improve our learning and better understand the approaches we can adopt to maximise our impact.

Funding has been secured initially for 2 years to initiate and make progress towards achieving this step change. The MEAL Manager will spearhead our work to achieve the change we are aiming for during this initial 2 year period and will make recommendations for how achievements and progress can be sustained in the longer term.

This role will provide strategic leadership related to MEAL to the CBM Global Secretariat, Country teams and Technical teams. As the subject matter expert, the post holder is expected to shape and refine the role and their priorities to ensure that the correct focus is given to the most important areas within the broad scope of MEAL to ensure the role is a success.

The post holder will be required to:

- Finalise and roll out our Federation wide impact framework
- Establish our overall MEAL approach, procedures and guidelines to enhance the effectiveness and value add of MEAL within the Federation
- Propose longer term plans/solutions for how as a Federation we can attain and maintain highly effective and beneficial MEAL practice across our programme work.

The role will involve a mix of:

- Higher level, strategic tasks, shaping and promoting our MEAL approach
- Developing and writing MEAL procedures and guidelines
- Building capacity within the Federation related to MEAL
- Coordinating between those involved in MEAL across the Federation
- Providing more hands on MEAL advice and support
- Federation wide data gathering and analysis.

Based: This role can be based in any CBM Global Office. Applications are therefore encouraged from those with the right to work in: Bangladesh, Bolivia, Burkina Faso, Indonesia, Kenya, Lao PDR, Madagascar, Nepal, Nigeria, Philippines, Zimbabwe, as well as Australia, Germany, Ireland, Switzerland and the UK.

Hours: Full-time. Fixed term contract for 2 years

Salary range: The salary offered will be competitive, dependent on skills and experience, as well as country of location. We offer a local contract

Responsibilities and Duties

Strategy and leadership

- Craft a coherent, Federation wide approach to MEAL and provide thought leadership related to MEAL across the Federation.
- Refine the core purpose and strategy of the MEAL function within the CBM Global Secretariat and lead on fulfilling the purpose.
- Collaborate and coordinate with the different entities within the CBM Global Federation (Members, Technical Teams and Country Teams) to create synergies, ensure alignment and maximise effective use of resources.
- Lead the Federation Impact Framework Working Group
- Lead on finalising and rolling out the Federation impact framework. This will include developing appropriate methodologies for measuring agreed global indicators where this is necessary and finalising the approach for using Global Online (CBM Global's project and programme management software) as a data management tool for storing project level data and aggregating data across projects and programmes.
- Develop and propose longer term plans/solutions for how as a Federation we can attain and maintain highly effective and beneficial MEAL practice across our programme work beyond the initial 2 year period. Achieve buy in / support for the proposed approach

Approach, procedures and guidelines

- Ensure there are fully fit for purpose policies, procedures, guidelines and templates in place across the Federation related to MEAL. This will involve reviewing and updating existing procedures and developing new ones where there are gaps.
- Build understanding across the Federation of agreed policies, procedures and guidelines and capacity to adhere to them.
- Oversee compliance to agreed policies and procedures

Federation data and reporting

- Lead on aggregating and analysing data for the production of Federation impact reports.
- Oversee data quality and storage. This will require building capacity to collect quality data, (in particular against Federation Global indicators); ensuring data collection is in line with Federation standards and requirements; and that data is saved and stored in line with procedures and requirements.

Learning, knowledge management and accountability

(Prioritisation and time allocated to learning, knowledge management and accountability functions to be agreed with post holder upon commencement in the role)

- In close collaboration with the different entities within CBM Global, develop knowledge management and learning mechanisms, processes and tools for the Federation, which enhance our ability to identify and capture learning; share learning internally and externally; and make learning more easily accessible
- Support teams within the Federation to disseminate learning products within and outside the organisation.
- Develop/improve mechanisms, processes and tools for enhancing feedback and accountability between CBM Global, project partners and project participants.

Safeguarding responsibilities

Knowledge

Understands what safeguarding means for the teams / departments they manage and the work they do. Understands power imbalances and ways in which team/organisational culture may be reinforcing negative stereotypes and biases, and the impact of these dynamics on the vulnerable and marginalised.

Skills

Leads teams to develop the necessary skills and expertise to undertake their roles and responsibilities for safeguarding. Explicitly and visibly challenges power imbalances, inequalities, gender bias and discrimination in organisational systems and processes. Leads on organisational change within their teams to embed safeguarding in their work and processes. Develops indicators and frameworks for measuring how well teams are delivering on roles and responsibilities for safeguarding. Creates organisational mechanisms which strengthen accountability to communities, Members and donors on safeguarding.

Behaviours

Holds teams accountable for delivering on safeguarding standards. Articulates and promotes the strategic importance of safeguarding in all aspects of the organisation's work. Demonstrates leadership in ensuring that staff, programmes and operations are safe for all programme participants, staff and volunteers.

Key outcomes expected from this role

- Through the effective and consistent use of an impact framework, CBM Global is better able to measure and communicate our impact and what we achieve as a Federation.
- Good MEAL practice is embedded across the CBM Global Federation and supported through the consistent use of appropriate procedures, guidelines and tools.
- Enhanced organisation learning and knowledge management
- Long term plan for attaining and maintaining high MEAL standards is agreed

Person Specification

All of the following requirements are **essential**, unless marked with a * when they are **desirable**.

CBM Global welcomes applicants from diverse backgrounds and people with lived experience of disability.

Experience

- Minimum 3 years' experience in a lead MEAL role.
- Experience developing and rolling out MEAL procedures, guidelines and tools
- Strong experience working with data and project management / data management software packages
- Research experience and experience in developing and rolling out methodologies for measuring quantitative and qualitative indicators of impact.
- Real world, hands on practical experience of measuring outcomes and impact in developing countries
- Strong experience in all aspects of the project cycle, working with logframes and tracking project/programme performance
- Experience in training and capacity building
- Experience working with project management and data management software packages*
- Experience within a Federation structure*
- Experience in the disability sector*
- Lived experience of disability*

Skills/competencies/personal qualities

- Leadership
- Proactive and propositional. Able to shape and define this role and make it a success
- Strategic thinker and a doer. Able to shape strategy and deliver it. Comfortable working at strategic and operational levels.
- Ability to work under pressure, with minimum supervision
- Able to hit the ground running and to make a difference in the role from day 1
- Excellent relationship building skills
- Adept at working on multiple things at once and at prioritising
- Influencing others.
- Excellent written and verbal communication
- Fluent in English (written and verbal)

Qualifications

- Educated to degree level or above

Employee Benefits

- We offer flexibility and working from home arrangements.
- As part of our commitment with inclusion, CBM Global aims to encourage applications from people with disabilities and those with health conditions. We have a comprehensive equality and diversity policy.

Useful Information



Shortlisting and Interviews

CBM Global is an equal opportunities employer, committed to ensuring all applications are treated fairly.

All applications are subject to our shortlisting process; if you are shortlisted we will contact you and invite you to attend an online interview. You will also be advised at this point if there will be any skills tasks to complete as part of the recruitment process.

Diversity Policy Statement

Everyone has the right to be treated with consideration and respect. CBM Global is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual. CBM Global aims to ensure that all staff, volunteers, donors, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

Employment Checks

CBM Global is committed to the safety and best interest of all children and vulnerable adults accessing CBM Global supported services and programmes. Relevant background checks including working with children, police and reference checks will be completed prior to the preferred candidate's employment being confirmed.

All applicants must have the right to work in the relevant country. All offers of employment are made subject to the following criteria: Proof of eligibility and satisfactory employment screening, and three references satisfactory to CBM Global.

How to apply

More information about CBM Global Disability Inclusion can be found by visiting the CBM Global website: www.cbm-global.org

Closing date: 12th March 2023

Please:

1. Use this link:
<http://cbmglobal.peoplehr.net/Pages/JobBoard/Opening.aspx?v=5cbe64bc-f4e6-4a8c-bb36-cacebb091a6f> to apply
2. Prepare your CV in English please, as you will need to upload it into our ATS system.
3. Download and complete the Application Form in English please, as you will need to upload it into our ATS system.
4. No email applications will be considered. If you have any problems with the system, please redirect them to our email address recruitment@cbm-global.org with the following format: *Family Name First Name: **MEAL Manager, COUNTRY.***

We also welcome informal enquiries, which should also be sent to the above email address.