



Job Description

Job Title:	MEAL & Reporting Officer
Project:	CBT and Resilience Building Buner & Shangla
Department:	Institutional Partnerships Development
Reports to:	District Coordinator/Lead Engineer
Location:	Buner with Field visits to Shangla
Contract Type:	Contractual (9Months) - Extendable subject to Performance and Funding
Purpose	<p>The MEAL Officer will lead the development and implementation of the project's Monitoring, Evaluation, Accountability, and Learning (MEAL) system for the CBT and Resilience Building – a match-funding project between WFP and Muslim Hands in Buner. The officer is responsible for tracking progress against all project indicators, ensuring accountability to affected populations, managing the Community Feedback and Grievance Mechanism (CFM), and generating evidence for adaptive management. Based in Muslim Hands' existing field office Buner, the MEAL Officer ensures transparent reporting to WFP, donors, district authorities, and communities while documenting lessons learned and return on investment for climate-resilient interventions.</p>
Main Responsibilities	<p>1. MEAL System Development and Implementation</p> <ul style="list-style-type: none"> • Develop and implement a joint MEAL plan aligned with WFP standards, operational within the first quarter of the project. • Establish clear monitoring frameworks for all project activities, including land rehabilitation, irrigation channel repair, soil/water conservation structures, and livelihood training. • Define and operationalize quantitative and qualitative indicators as outlined in the project proposal. • Develop data collection tools, protocols, and databases for efficient information management. <p>2. Survey and Assessment Management</p> <ul style="list-style-type: none"> • Plan and conduct baseline, midline, and endline surveys (target: 100% completion rate). • Design and implement sampling methodologies for household-level data collection. • Conduct Focus Group Discussions (FGDs) and Key Informant Interviews (KIIs) to capture qualitative impact data. • Lead participatory land damage assessments in coordination with communities and district authorities.



- Conduct post-training assessments to measure knowledge gain and skill application.

3. Community Feedback and Grievance Mechanism (CFM)

- Establish and manage a functional Community Feedback and Grievance Mechanism (CFM) at the village level.
- Set up multiple feedback channels, including hotlines, complaint boxes, and community help desks.
- Ensure CFM protocols include safe and accessible reporting mechanisms for women, persons with disabilities, and marginalized groups.
- Track all complaints received, resolution status, and response times.
- Analyse CFM data quarterly to identify trends and inform program adjustments.
- Ensure confidentiality and protection of complainants at all times.

4. Performance Tracking and Reporting

- Develop and maintain a project dashboard visually displaying key indicators against targets (hectares rehabilitated, structures built, beneficiary demographics, etc.).
- Track progress on all project outputs, including:
 - hectares of agricultural land cleared and rehabilitated
 - terrace walls reconstructed
 - irrigation channels repaired
 - water harvesting pits constructed
 - soil and water conservation structures built
 - individuals trained in climate-smart agriculture
 - toolkits distributed
- Prepare and submit timely progress reports (quarterly, biannual, final) to the Project Manager and WFP.
- Document case studies, success stories, and lessons learned for knowledge sharing.

5. Evidence Generation and Return on Investment (ROI) Documentation



- Establish a structured evidence-generation framework to assess economic, social, and environmental returns from rehabilitated assets.
- Conduct cost-benefit and ROI analysis comparing investment costs with increased agricultural productivity, reduced soil erosion, improved water retention, and enhanced household income.
- Document lessons learned, scalability potential, and cost-effectiveness of FLA and CBT interventions.
- Develop policy briefs and knowledge products for WFP, GCF stakeholders, and district authorities.

6. Quality Assurance and Adaptive Management

- Conduct regular spot checks and quality audits of field activities, including CFW sites, infrastructure construction, and training sessions.
- Verify beneficiary lists and ensure compliance with inclusion criteria ($\geq 40\%$ women, inclusion of persons with disabilities, and marginalized groups).
- Regularly review MEAL data with WFP and project partners for adaptive management.
- Identify bottlenecks (delays in material supply, gaps in training participation) and recommend corrective actions.
- Ensure photographic and GPS documentation of all rehabilitated assets.

7. Stakeholder Coordination and Capacity Building

- Train field staff and Social Mobilizers on data collection tools, reporting formats, and CFM protocols.
- Orient community volunteers on basic monitoring and feedback collection.
- Coordinate with WFP monitoring teams for joint field visits and data verification.
- Participate in quarterly review meetings with WFP and the project Steering Committee.
- Support district authorities in understanding project data and evidence for future programming.

8. Safeguarding and Cross-Cutting Issues

- Ensure all monitoring activities integrate gender equality, disability inclusion, and PSEA principles.
- Collect and analyse all data disaggregated by sex, age, and disability status.



	<ul style="list-style-type: none"> • Immediately report any protection or safeguarding concerns observed during field monitoring through official channels. • Ensure MEAL activities do not put community members at risk and maintain informed consent for all data collection.
<p>Required Qualification, Experience and Skills:</p>	<p>Required Qualifications & Experience</p> <ul style="list-style-type: none"> • Master’s degree in Social Sciences, Development Studies, Statistics, economics or related field. • Minimum 5 years’ experience in M&E in development/humanitarian projects, preferably in climate resilience, DRR/DRM, or livelihoods. • Strong understanding of project cycle management, log frame approach, and participatory M&E. • Proven experience in conducting surveys (baseline, outcome, endline) and facilitating workshops. • Excellent data analysis and reporting skills, with proficiency in MS Excel, Kobo, SPSS, or similar tools. • Strong interpersonal, facilitation, and coordination skills. • Fluency in Urdu and English; proficiency in Pashto/local languages is highly desirable. <p>Key Competencies</p> <ul style="list-style-type: none"> • Strong analytical and problem-solving skills. • Excellent communication and stakeholder engagement skills. • Commitment to safeguarding, PSEA, gender equality, and inclusion. • Ability to work independently and in a multicultural team environment.
<p>Additional Information (Safeguarding, Inclusion, and Application Requirements):</p>	<ul style="list-style-type: none"> • Muslim Hands maintains a zero-tolerance policy towards discrimination and unequal power dynamics and is fully committed to equity, inclusion, and safeguarding (PSEA). • As part of our Safeguarding Policy, all applicants must present a valid CNIC and proof of qualifications/experience at the time of test/interview. • Muslim Hands has a ZERO tolerance policy on prevention of Physical and Sexual Exploitation and Abuse (PSEA), Safeguarding, and child protection/GBV, which is part of MH code of conduct and Ethics. • As part of the application process, all candidates must complete and submit a Self-Declaration of Criminal Convictions Form (attached with this Job Description). • We are an equal opportunity employer and actively encourage applications from all qualified individuals, irrespective of gender, ethnicity or origin,



	<p>disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status to apply to become a part of the organization</p> <ul style="list-style-type: none">• If this role aligns with your skills and values, we encourage you to apply by submitting a detailed CV - along with Covering Letter.• Please note that only shortlisted candidates will be contacted. <p>We reserve the right to close the recruitment process early and make appointments before the closing date.</p>
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