



Job Description

Job Title:	M&E Officer
Project:	BRAVE – Building Resilience and Addressing Vulnerability to Emergencies - North Recovery Response to 2025 Flood in Khanewal
Department:	Institutional Partnerships Development
Reports to:	Program Manager
Location:	Khanewal
Salary Package	PKR. 80,000 /Month
Contract Type:	Contractual (4 Months)
Purpose	The position is part of the Climate Resilience Component of the <i>Building Resilience and Addressing Vulnerability to Emergencies (BRAVE) in Pakistan</i> . The project is led by Concern Worldwide with Muslim Hands as the implementing partner. The programme aims to provide emergency response and relief to the affected flood communities of Khanewal district and to capacitate them to anticipate, adapt to, and absorb the negative impacts of climate-related hazards.
Main Responsibilities	The M&E Coordinator will be responsible for the design, coordination, and implementation of the monitoring, evaluation, accountability, and learning (MEAL) framework for the BRAVE emergency response project in Khanewal. This includes developing M&E systems, ensuring programme visibility, conducting surveys and assessments, validating the collected data and beneficiaries, ensuring data quality, supporting reporting, and coordinating lesson-learning processes. The role will ensure robust accountability to affected populations and alignment with both donor requirements and Muslim Hands MEL standards. Monitoring & Evaluation • Develop and implement the project-specific M&E plan in coordination with MH CO MEL Department and overall M&E Plan of BRAVE Program • Ensure alignment of indicators, targets, and data collection tools with BRAVE Project log frame and donor requirements. • Ensure regular data collection on programme activities, outputs and results for the quarterly reports. • Lead the design, planning, and execution of baseline, initial outcome surveys, and endline surveys. • Conduct regular monitoring visits to project sites to track progress against plans and targets and ensure quality of programme process and strategies. • Ensure quality assurance of data collection, entry, analysis and consolidation • Produce periodic M&E reports for submission to the Project Manager and MH CO MEL Department. • Coordinate with partners and stakeholders to collect and verify relevant project data. • Share consolidated activity tracking sheets and activity databases with Concern on monthly basis. • Participate in M&E Technical working group meetings and contribute to the overall BRAVE MEAL System. • Support project management in preparing donor reports, case studies, and evidence-based progress summaries. Programme Visibility and Accountability



	• Establish and maintain accountability mechanisms, including complaint handling and feedback systems, in line with MH accountability policies and donor guidelines • Ensure project visibility in communities through information boards, IEC materials, and community sessions. • Facilitate community engagement and information sharing about project goals, activities, and outcomes. • Promote transparency in targeting and beneficiary selection processes. • Maintaining a comprehensive log/register of the feedback and complaints and sharing the learnings with the program team for improving the programme. • Ensuring the Means of Verification (MoVs)/Evidence of the program activities as per the programme framework. Learning & Reporting • Document lessons learned, good practices, and success stories throughout the project lifecycle. • Conducting After Action Review/critical reviews of the programme activities on regular basis to improve the programming. • Supporting the lesson-learned/closing workshops with district stakeholders to disseminate project findings and recommendations. • Support the Project Manager in compiling donor and internal narrative reports with evidence-based inputs. Ensuring that accurate monitoring data is included in the reports with evidence. • Coordinate with technical teams to ensure adaptive management based on M&E findings. Capacity Building • Train project staff and partners on M&E tools, data collection, and reporting requirements. • Provide technical backstopping for monitoring and learning activities.
Required Qualification, Experience and Skills:	Required Qualifications & Experience • Master's degree in social sciences, Development Studies, Business administration, Statistics, economics or related field. • Minimum 4-5 years' experience in M&E in development/humanitarian projects, preferably in climate resilience, DRR/DRM, CPIs and livelihoods. • Strong understanding of project cycle management, logframe approach, and participatory M&E. • Proven experience in conducting surveys/RNA (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. • Strong command of English for reporting purposes, along with good knowledge of the local language to facilitate effective communication with communities and stakeholders. Key Competencies



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| | <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. |
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