
Job Description

Position	MEAL Coordinator
Reports to	Head of Strategy & Development
Line Reports	None
Job Family	Coordinator
Location	TBC

Our Purpose

The **Global Network of Civil Society Organisations for Disaster Reduction (GNDR)** was established in 2007. Since then GNDR has grown as the largest international network of civil society organisations working to strengthen resilience and reduce risk in communities worldwide. We are more than 1,200 organisations, many of them grassroots and local community groups as well as national, regional and international organisations and networks. We support the interface between civil society organisations at the frontline and local, national and international policy-making institutions and governance structures. GNDR members work together to amplify the voices of people most at risk and to influence policies and practices. We strengthen our capacities by creating knowledge, and through collaborative learning and action. Together our network is working to make an impact in over 120 countries.

Our Vision

A world in which everyone works together to strengthen the resilience of people most at risk and prevent hazards from becoming disasters

Strategic Objectives

GNDR has three mutually reinforcing objectives:

- Strengthen the collaboration, solidarity and mobilisation of civil society organisations
- Champion a localisation movement
- Strive for Risk-Informed Development

Purpose of the Secretariat

The GNDR Secretariat serves as a support entity to the membership operating through a global hub in London and regional hubs in Africa, Asia and Latin America. The GNDR Secretariat is legally constituted as a UK charity with the main responsibilities of facilitating the development, coordination and implementation of strategy, work plans and budgets, including supporting the mobilisation of adequate resources.



Main purpose of the role

The MEAL Coordinator as a member of the secretariat team is responsible for leading and coordinating all monitoring, evaluation and learning (MEAL) at corporate and project levels and inputting into the design of projects.

Position in Organisation

- Responsible to the Head of Strategy & Development
- Part of the Secretariat team and active participant in cross-team working groups
- Works in close collaboration with GNDR secretariat staff, members and project partners

Overall Scope of the Role

- Monitoring Evaluation and Learning
- Support Fundraising

Specific Responsibilities

1. Monitoring Evaluation and Learning

- Support the Head of Strategy and Development in the development and implementation of GNDR's MEAL framework at Strategy and Project levels
- Maintain an up-to-date understanding of emerging MEAL best practice in MEAL for the Humanitarian and Development sectors, drawing innovative learning and approaches into GNDR practice;
- Support the Regional and Policy Teams to ensure that each project has a MEAL framework in place to gather data to track progress, demonstrate impact and gather learning;
- Support and advise on the collection, analysis and presentation of data for internal and donor reporting;
- Support in the design and implementation of reviews and evaluations of projects, and responsible for commissioning corporate evaluations;
- Facilitate internal learning reviews as required for donor projects and GNDR initiatives, ensuring key stakeholder involvement;
- Review and analyse project reports and evaluations to capture key learning for dissemination to secretariat and members;
- Maintain a database of lessons learnt to feed into membership communication and policy work;
- Design and lead on research projects that seek to build the evidence base for DRR good practice;
- Support the Head of Strategy and Development in the production of the GNDR annual report;

2. Support Fundraising

- Contribute to the design of new donor projects ensuring robust Logical Frameworks, Theories of Change, and MEAL frameworks are developed;



Person Specification

Position: MEAL Coordinator

ATTRIBUTE/SKILL	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> • A first degree in a international development 	<ul style="list-style-type: none"> • Master's degree in a relevant field • Relevant qualifications in MEAL
EXPERIENCE	<ul style="list-style-type: none"> • Experience of implementing large scale donor projects • Experience in the developing world • Experience of being responsible for project and corporate MEAL 	<ul style="list-style-type: none"> • Exposure and understanding of the issues surrounding disasters, DRR, development and equity
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Excellent communications skills, including written and spoken fluency in English • Excellent writing and editing to a high standard • Ability to multitask, organise, prioritise under time constraints and pressure. • Ability to assess new options and innovations critically and to work with them flexibly where appropriate • Able to work well with a team • IT skills, • Able to travel internationally when necessary 	<ul style="list-style-type: none"> • Fluent in other languages, preferably French, or Spanish
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Culture and gender sensitivity • Good interpersonal manner and comfortable in cross cultural communication with people from different backgrounds • Committed to GNDR's values • A calm, confident, assertive and welcoming manner • Capable of working effectively in a high pressure and dynamic environment. • Concerned about attention to detail 	



GNDR
Global Network of Civil Society
Organisations for Disaster Reduction

INFORMATION FOR APPLICANTS

Only candidates who are currently eligible to reside and work in The Netherlands should apply.

START DATE: As soon as possible. Position will be held open until filled.

CONTRACT TYPE: Fixed term contract on a full-time basis for 5 months, August to December..

OFFICE HOURS: 35 hour working week within the office hours of Monday to Friday 9:00am -5:00pm with one hour lunch.

ANNUAL LEAVE: 25 days pro-rata basis plus statutory bank holidays, plus additional year end days at the discretion of the Executive Director

PROBATION: 1 months' probationary period.

SALARY: TBC

TO APPLY: To apply for this position all applicants should send a brief cover letter and CV to jobs@gndr.org with subject line referencing the role title. Phone/Skype and/or Face-to-Face interviews will be arranged for short-listed candidates on a rolling basis. Only candidates selected for interview will be contacted.

