

# Terms of Reference – Monitoring Evaluation Accountability and Learning (MEAL) Volunteer

## Location: Abuja

### About the role

The Monitoring Evaluation Accountability and Learning volunteer will provide hands-on support to deliver on the Christian Aid Nigeria MEAL Strategy for specific projects and country-level MEAL tasks. The successful individual must demonstrate proficiency in technical writing especially in narrative reporting

### Task Description

1. Support the collation of monthly workstream reports/updates
2. Support programme/MEAL team and partners in Coordinating Project activities
3. Provide day-to-day support to the MEAL team
4. Provide ad-hoc support to project teams or country programme where required
5. Participate in programme planning processes
6. Assist the MEAL team Monitoring Activities
7. Actively engage in developing Zero drafts of Reports, Learning Papers and other Project documents
8. Support Data Management for Christian Aid Projects
9. Provide logistics and administrative support to ensure a seamless operation of the MEAL team in delivering its Country Programme's MEAL strategy

### About the Individual

The successful individual MUST have a keen interest in Monitoring and Evaluation especially in qualitative (narrative) reporting and should be able to provide MEAL specific support to projects across all Christian Aid's programme areas. The individual must be a willing learner and have the ability to work effectively and deliver across multiple tasks with competing priorities in a fast-paced environment.

### Desired skills

1. Excellent Narrative report writing skills
2. Attention to details and ability to organise work in an efficient manner
3. Strong potential and interest in Analytical work
4. Beginner to mid-level knowledge of programme management
5. Willingness to explore and learn new ways of working, given the fluid nature of the job.
6. Ability to use basic software applications Microsoft Office suite, especially Word, Excel and PowerPoint.
7. Good interpersonal relations and communication skills
8. Knowledge of Qualitative M&E methodologies.
9. Basic Research Skills
10. Knowledge of international development is an added advantage.

### Other Information/Benefits

1. The successful applicant will be required to work 3 days a week during Christian Aid's official work hours and be paid a stipend for transportation
2. Where applicable, the volunteer will be prioritised to accompany staff on trips to the field to deepen knowledge of programmes.
3. The volunteer will be prioritised to attend relevant trainings, meetings, and workshops for the opportunity to build his/her capacity.

### How to Apply

Interested candidates should send apply on the online portal using the [link](#) on or before by 11:59pm on the 4<sup>th</sup> of May 2022.