Area of Expertise Required	MEAL
Assignment	Monitoring, Evaluation, Accountability, and Learning (MEAL) Expert for MEAL framework
Assignment Type/Location	Hybrid / In person at D4C offices and online sessions
Duration and Level of Effort (LOE)	40 hours Including 2 assessment workshops, development of M&E tools, 2 training sessions and follow up and coaching to staff.
Brief Description	D4C is looking for an experienced MEAL expert to support it in developing a policy, framework and guidelines for the monitoring and evaluation of D4C community projects and impact

Scope of Work

1. About D4C

Design for Communities (D4C) is a local non-governmental organization based in Beirut established in 2018 that brings together designers and professionals from a variety of backgrounds to design and engage in community-based projects to build a sustainable future.

Mission: To empower the design community to actively collaborate and engage on innovative and sustainable projects for local communities.

Vision: To have an impact driven design hub that develops innovative sustainable community-based programs.

Our scope of work/Areas of Intervention: Community/Sustainable Development, Education, Youth Empowerment, Conservation

Targeted areas: Across Lebanon

Targeted beneficiaries: Design Community, Young Professionals, Vulnerable Community, Refugees

2. Assignment Overview

The objective of this scope of work is to outline the responsibilities and deliverables of a MEAL expert in developing and implementing a comprehensive MEAL framework for D4C. The MEAL framework aims to ensure effective monitoring, evaluation, accountability, and learning related to the implementation and impact of D4C mentoring program and community projects.

The MEAL expert will undertake the following tasks:

- Situation analysis: Conduct, in a participatory approach with team members, a thorough analysis of the existing MEAL documents, tools and procedures including overall objectives, target beneficiaries, implementation strategies, indicators and desired outcomes. Identify gaps and key areas for improvement.
- MEAL framework development: Design a comprehensive MEAL framework, including clear indicators, data collection methods, monitoring tools, evaluation methodologies, and accountability mechanisms. Ensure alignment with industry best practices, relevant standards, and the specific needs of Design for Communities.
- Data collection and analysis: Develop data collection instruments and protocols to capture relevant data for monitoring and evaluation purposes. This may include the design of sample surveys, interviews, focus group discussions, and other participatory methods. Analyze the collected data (on current projects) to generate meaningful insights and evidence regarding the implementation and impact of D4C.
- Reporting and documentation: Prepare templates for regular progress reports, evaluation reports, and any other required documentation related to the MEAL framework. Ensure that the reports are clear and accessible to relevant stakeholders. Support the development of reports for current projects.
- Learning and improvement: Facilitate a culture of learning and improvement within Design for Communities by conducting a learning review and knowledge-sharing session during the engagement period. Identify lessons learned, best practices, and areas for improvement based on the monitoring and evaluation findings. Support the integration of these findings into the ongoing implementation of the Meal Policy.
- Capacity building: Provide training, guidance, and technical support to Design for Communities' staff and stakeholders involved in the implementation of the MEAL framework. Strengthen their understanding of MEAL principles and practices, data collection methods, and analysis techniques.

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Tasks and Deliverables

1. A comprehensive MEAL framework including a clear policy, indicators, data collection methods, monitoring tools, evaluation methodologies, and accountability mechanisms.
2. Support in using data collection instruments and protocols for monitoring and evaluation purposes.
3. Support in developing M&E reports, and other required documentation related to the implementation and impact of the Meal framework.
4. Capacity building support to Design for Communities' staff involved in the implementation of the MEAL Policy.
5. The MEAL expert will develop a MEAL framework for the Nafas project in particular and build the capacity of staff to successfully implement it, report and take corrective actions accordingly during the timeframe of the consultancy.

6. **Skills and Experience Required**

- An advanced university degree in MEAL or business and NGO management, or other relevant fields;
- At least 3 years of experience in developing MEAL policies and frameworks for organizations;
- Ability to produce high-quality deliverables in a timely manner while understanding and anticipating the evolving needs of audiences;
- Strong verbal and written communication skills;
- Writing and working proficiency in Arabic and English.

7. **Required Documents**

Please send the required documents to hr@d4communities.org by this date August 23rd 2024.

- A cover letter;
- A Curriculum Vitae;
- Samples of previous work (publications, reports, studies, white papers);
- Methodology (max. 2 pages);
- Financial offer in USD.

Please include **"MEAL Expert consultant"** in the subject line and specify how you have found this opportunity. Incomplete applications will not be considered.