



YOUTH CRIME WATCH OF LIBERIA (YCWL)

JOB DESCRIPTION

Position Title: Monitoring, Evaluation, Accountability and Learning (MEAL) Officer

Project: Protection in Education Advancement for Community Empowerment (PEACE) – *Strengthening Health, Education, and Economic Pathways for Girls and Young People in Bomi, Lofa, and Nimba Counties*

Duty Station: Monrovia, with frequent travel to Bomi, Lofa and Nimba Counties

Reports to: Project Manager / Head of MEAL

Technical Reporting: Probably

Supervises: MEAL Assistants, Enumerators, Data Collectors and/or short-term MEAL support personnel, as assigned

Organization: Youth Crime Watch of Liberia (YCWL)

Background

Youth Crime Watch of Liberia (YCWL) is implementing the **Protection in Education Advancement for Community Empowerment (PEACE)** project, titled “*Strengthening Health, Education, and Economic Pathways for Girls and Young People in Bomi, Lofa, and Nimba Counties.*”

The project seeks to contribute to improved educational, health, protection, gender equality, and economic outcomes for girls and young people through an integrated, gender-transformative and community-driven approach.

The project focuses on six major outcomes:

1. Improved gender-responsive and inclusive education systems;
2. Increased community awareness and positive social norm change;
3. Reduced tolerance for violence against women and girls (VAWG);
4. Increased male engagement in promoting gender equality;
5. Enhanced employability and economic pathways for girls and young people; and
6. Strengthened youth voice and advocacy for education rights.

A cross-cutting priority of the project is **strengthened coordination, learning, accountability and results-based monitoring.**

YCWL is therefore seeking a competent and results-oriented **MEAL Officer** to establish and manage the project's monitoring, evaluation, accountability and learning system and ensure that reliable evidence is generated, documented, analyzed and used to improve implementation and demonstrate results.



Job Purpose

The MEAL Officer will be responsible for leading the project's **Monitoring, Evaluation, Accountability and Learning (MEAL) functions**, ensuring that project implementation is guided by credible, timely and quality data.

The Officer will work closely with the Project Officer/Project Lead, Executive Director, field teams, community structures, schools, CBOs, government counterparts and project partners to:

- Develop and operationalize the project MEAL system;
- Track progress against project indicators, targets, outputs and outcomes;
- Establish appropriate data collection and reporting tools;
- Ensure data quality, accuracy, completeness and integrity;
- Conduct baseline, routine monitoring, outcome tracking and end-of-project assessments as required;
- Ensure appropriate disaggregation of data by sex, age, location and other relevant inclusion characteristics;
- Strengthen accountability to project participants and communities;
- Establish and monitor feedback and complaints mechanisms;
- Document lessons learned, good practices and emerging evidence;
- Provide timely analysis to support adaptive management and decision-making; and
- Contribute to high-quality monthly, quarterly and final donor reports.

The MEAL Officer will promote a “**managing for results**” culture within YCWL by ensuring that monitoring information is not only collected for reporting purposes but is actively used to improve project implementation.

Key Responsibilities

MEAL System Development and Planning

The MEAL Officer will:

1. Develop and operationalize a comprehensive **Project MEAL Plan** aligned with the PEACE project's results framework, indicators, targets, activities and implementation schedule.
2. Develop an **Indicator Performance Tracking Table (IPTT)** to monitor progress against all project indicators.
3. Develop indicator definitions, data sources, means of verification, collection frequency, responsibilities and reporting timelines.
4. Develop and maintain appropriate monitoring tools, including:
 - Activity monitoring forms;
 - Attendance registers;
 - Training monitoring tools;
 - School assessment checklists;
 - Community dialogue monitoring forms;
 - Girls Shine monitoring tools;



- SASA activity monitoring tools;
 - EMAP monitoring tools;
 - TVET participant tracking tools;
 - Youth advocacy monitoring tools;
 - Pre- and post-assessment questionnaires;
 - Community feedback forms; and
 - Outcome monitoring tools.
5. Establish a clear data flow from **community and field level to county level and national/project level.**
 6. Ensure that MEAL activities are adequately integrated into the project work plan and budget.
 7. Ensure MEAL processes are aligned with relevant donor requirements and YCWL's internal policies and procedures.

Routine Monitoring and Field Verification

The MEAL Officer will:

1. Develop and implement a regular monitoring schedule covering project activities in **Bomi, Lofa and Nimba Counties.**
2. Conduct field monitoring visits to schools, communities, training sites, youth groups, community structures and other project locations.
3. Verify whether activities are being implemented according to approved plans, quality standards, timelines and beneficiary targeting criteria.
4. Monitor participation and reach of project interventions, particularly among:
 - Girls aged 10–14;
 - Adolescent girls aged 15–19;
 - Young women aged 20–24;
 - Boys and young men;
 - Persons with disabilities; and
 - Other marginalized or socially excluded groups.
5. Track project progress against output and outcome indicators.
6. Identify implementation gaps, emerging risks and deviations from planned targets and communicate these promptly to project management.
7. Conduct routine data verification and spot checks to ensure reported achievements are supported by appropriate evidence.
8. Prepare field monitoring reports with clear findings, recommendations and agreed follow-up actions.

Data Collection, Management and Analysis

The MEAL Officer will:

1. Establish and maintain a secure and organized project data management system.
2. Ensure timely collection, entry, cleaning, storage and analysis of quantitative and qualitative project data.
3. Ensure project data is appropriately disaggregated by:
 - Sex/gender;



- Age;
 - County;
 - District;
 - Community; and
 - Other relevant vulnerability or inclusion characteristics where appropriate and safe.
4. Conduct data quality assessments focusing on:
 - Accuracy;
 - Completeness;
 - Consistency;
 - Timeliness;
 - Validity; and
 - Reliability.
 5. Cross-check data against source documents such as attendance registers, school records, training records, field reports, assessment forms and community monitoring records.
 6. Maintain updated databases and tracking systems for project beneficiaries and indicators.
 7. Analyze data and produce tables, summaries, charts and other appropriate visualizations for project management and donor reporting.
 8. Ensure appropriate confidentiality and protection of sensitive participant information, particularly information relating to children, survivors of violence and other vulnerable participants.

Baseline, Outcome and End-of-Project Measurement

The MEAL Officer will support or lead appropriate assessments throughout the project cycle, including:

Baseline / Initial Assessment

- Support the development and implementation of baseline data collection.
- Establish baseline values for relevant indicators where feasible.
- Conduct or coordinate school, community and beneficiary assessments.

Outcome Monitoring

Track evidence of changes related to:

- Girls' education and school retention;
- Gender-responsive and inclusive education;
- Community attitudes toward girls' education;
- Awareness of VAWG and reporting mechanisms;
- Male engagement and positive behavioral change;
- Participation in TVET and economic skills development;
- Youth advocacy and participation; and
- Functionality of school and community structures.



End-of-Project Assessment

- Support the measurement of achievements against project targets;
- Compare available baseline and endline evidence where applicable;
- Document outcomes, lessons learned, challenges and promising practices; and
- Provide evidence for the final project report.

Accountability to Affected Populations and Communities

The MEAL Officer will ensure that project participants and communities have meaningful opportunities to provide feedback and influence implementation.

Responsibilities include:

1. Establish and maintain accessible community feedback mechanisms.
2. Ensure participants understand:
 - Project objectives;
 - Their rights and responsibilities;
 - Available services;
 - Feedback and complaints channels; and
 - How concerns can be safely reported.
3. Collect and analyze feedback from girls, young people, parents, teachers, community leaders and other stakeholders.
4. Ensure feedback is documented, referred and followed up appropriately.
5. Monitor whether project activities are responsive to participant needs.
6. Ensure complaints involving safeguarding, child protection, GBV or other sensitive matters are handled through appropriate YCWL referral and safeguarding procedures rather than through routine data systems.
7. Regularly report emerging accountability issues to project management.

Learning and Adaptive Management

The MEAL Officer will promote continuous learning throughout implementation.

Key responsibilities include:

1. Organize regular **MEAL and learning review sessions** with the project team.
2. Identify what is working, what is not working and why.
3. Document lessons learned from Bomi, Lofa and Nimba Counties.
4. Capture promising practices and innovative approaches that may be replicated or scaled.
5. Prepare learning briefs, success stories, case studies and outcome stories in collaboration with the communications/program team.
6. Facilitate reflection sessions with field teams and community structures.
7. Provide evidence-based recommendations to improve project implementation.
8. Maintain a **Lessons Learned and Adaptation Tracker** documenting management decisions resulting from monitoring evidence.



9. Contribute to organizational learning beyond the PEACE project by documenting tools, approaches and experiences that can inform future YCWL programming.

Monitoring of the Project Results Framework

The MEAL Officer will maintain regular oversight of the project's results framework, including the following key areas:

Outcome 1 – Education

Monitor indicators relating to:

- Schools implementing inclusive education interventions;
- School health clubs and Girls/Boys Clubs reactivated;
- Teachers trained;
- Schools assessed;
- Education intervention plans developed; and
- Functionality of school clubs.

Outcome 2 – Social Norm Change

Monitor:

- Community sensitization sessions;
- Community dialogues;
- Girls Shine participation;
- Changes in community attitudes;
- Awareness materials distributed; and
- Participation of women, girls and other priority groups.

Outcome 3 – VAWG Prevention

Monitor:

- SASA-related activities;
- Community facilitators trained;
- Community dialogues;
- Awareness of VAWG and reporting mechanisms;
- Referral pathway awareness; and
- Community actions related to prevention of violence.

Male Engagement

Monitor:

- Men and boys participating in EMAP activities;
- Male champions trained;
- Dialogue sessions conducted;
- Documented commitments; and



- Evidence of positive behavioral change.

Economic Pathways

Monitor:

- TVET assessments;
- Training plans;
- Number of participants enrolled;
- Number completing training;
- Improved economic skills; and
- Employment, internship or livelihood outcomes where measurable.

Youth Voice and Advocacy

Monitor:

- Youth advocacy groups strengthened;
- Advocacy initiatives implemented;
- Symposium/Market Fair participation;
- Coalition engagement; and
- Evidence of community or policy influence.

Reporting Responsibilities

The MEAL Officer will provide accurate and timely monitoring information to support YCWL's reporting obligations.

The Officer will contribute to:

Weekly and Monthly Reports

Provide monitoring data and analysis for monthly implementation updates, including:

- Activities completed;
- Outputs achieved;
- Beneficiary reach;
- Indicator progress;
- Challenges;
- Risks;
- Feedback received;
- Lessons learned; and
- Recommended corrective actions.

Quarterly Reports

Provide verified evidence and analysis for quarterly narrative progress reports to Plan International Liberia.



Financial Reporting

Support the project team by providing evidence of implementation and beneficiary reach required to substantiate project expenditures and progress.

Final Report

Provide the MEAL components of the final project report, including:

- Results achieved;
- Indicator performance;
- Beneficiary reach;
- Outcome-level evidence;
- Lessons learned;
- Success stories;
- Challenges;
- Adaptations;
- Sustainability evidence; and
- Recommendations for future programming.

Data Quality Assurance

The MEAL Officer will establish a strong data quality assurance system.

This will include:

- Routine verification of reported figures;
- Source document verification;
- Data cleaning;
- Spot checks;
- Field-level verification;
- Consistency checks between narrative reports and monitoring databases;
- Review of indicator calculations;
- Documentation of data limitations; and
- Corrective action plans where data quality problems are identified.

The Officer will ensure that **no project achievement is reported without adequate supporting evidence.**

Safeguarding, Gender and Inclusion

Given the project's focus on girls, young people, education, GBV prevention and community engagement, the MEAL Officer will ensure that MEAL systems are gender-responsive and safeguarding-sensitive.

The Officer will:



- Apply ethical principles in data collection;
- Obtain appropriate informed consent/assent where required;
- Protect participant confidentiality;
- Avoid unnecessary collection of sensitive personal information;
- Ensure safe participation of children and vulnerable groups;
- Use age-appropriate data collection methods;
- Ensure monitoring activities do not expose participants to additional risks;
- Apply gender- and age-sensitive analysis; and
- Immediately escalate safeguarding concerns through YCWL's established procedures.

The MEAL Officer will **not independently investigate sensitive protection or GBV cases through routine MEAL processes**. Such matters must be handled through the organization's approved safeguarding and referral mechanisms.

Coordination and Collaboration

The MEAL Officer will work closely with:

- Executive Director;
- Project Officer/Project Lead;
- Program team;
- County/Field Officers;
- Finance and Administration team;
- Communications team;
- Community facilitators;
- Schools and teachers;
- Government counterparts;
- CBOs;
- Youth and girls' groups;
- Community leaders; and
- Relevant project partners.

The Officer will ensure that monitoring findings are communicated in a practical manner that supports implementation rather than creating parallel reporting burdens for field teams.

Key Deliverables

The MEAL Officer will be expected to produce or maintain, at minimum:

1. Project MEAL Plan;
2. Indicator Performance Tracking Table;
3. Indicator Reference Sheets/Definitions;
4. Data collection and monitoring tools;
5. Beneficiary tracking database;
6. Baseline/initial assessment report, where applicable;
7. Routine monitoring reports;
8. Data quality assessment reports;
9. Field monitoring reports;
10. Community feedback and accountability tracker;
11. Lessons learned and adaptation tracker;



12. Quarterly monitoring inputs;
13. Outcome monitoring evidence;
14. End-of-project assessment inputs;
15. MEAL section of the final project report; and
16. Project evidence repository containing verified supporting documentation.

Qualifications and Experience

Essential

The successful candidate should have:

- A Bachelor's degree in **Monitoring and Evaluation, Statistics, Development Studies, Social Sciences, Public Health, Economics, International Development or a related field.**
- At least **2–3 years of relevant experience** in monitoring and evaluation, preferably with an NGO or development organization.
- Experience designing and implementing monitoring systems for donor-funded projects.
- Experience with quantitative and qualitative data collection and analysis.
- Experience developing monitoring tools and data collection instruments.
- Experience preparing donor reports and results-based reports.
- Experience conducting field monitoring and data verification.
- Demonstrated understanding of gender, safeguarding, child protection, youth participation and inclusion.
- Strong report-writing and analytical skills.
- Good computer skills, particularly Microsoft Excel and other data management tools.

Desirable

- Experience working in education, gender equality, GBV prevention, youth development, livelihoods/TVET or community development programs.
- Experience working in rural or hard-to-reach communities.
- Experience with digital data collection platforms.
- Experience with donor-funded projects, particularly projects supported by international NGOs or development partners.
- Knowledge of Liberia's education, gender, youth and child protection context.
- Experience working across multiple counties.

Technical Competencies

The MEAL Officer should demonstrate strong competency in:

- Results-based management;
- Theory of Change and results frameworks;
- Indicator development and tracking;
- Quantitative and qualitative research methods;
- Data collection and analysis;
- Data visualization;



- Data quality assurance;
- Outcome monitoring;
- Accountability and feedback mechanisms;
- Learning and adaptive management;
- Report writing;
- Digital data collection;
- Microsoft Excel and/or other data analysis software;
- Ethical data management; and
- Gender- and age-responsive monitoring.

Core Competencies

The successful candidate should demonstrate:

- **Integrity and accountability**
- **Attention to detail**
- **Analytical thinking**
- **Problem-solving**
- **Communication skills**
- **Teamwork and collaboration**
- **Confidentiality**
- **Adaptability**
- **Respect for diversity and inclusion**
- **Commitment to safeguarding**
- **Results orientation**
- **Ability to work independently**
- **Ability to work under pressure and meet deadlines**

Performance Indicators for the Position

The MEAL Officer's performance may be assessed against:

1. Timely establishment and implementation of the project MEAL system;
2. Percentage of project indicators with updated data;
3. Accuracy and completeness of reported data;
4. Timeliness of monitoring reports;
5. Percentage of field monitoring recommendations followed up;
6. Quality and reliability of project databases;
7. Timeliness of data submission by field teams;
8. Functionality of community feedback mechanisms;
9. Evidence of project adaptations resulting from MEAL findings;
10. Quality of donor reporting inputs;
11. Completeness of project documentation and evidence;
12. Quality of lessons learned and learning products; and
13. Compliance with safeguarding, confidentiality and ethical data management requirements.



Duty Station and Travel

The position will be based at **YCWL's Head Office in Paynesville, Montserrado County**, with frequent travel to project implementation locations in **Bomi, Lofa and Nimba Counties**.

The Officer should be prepared to work in rural and hard-to-reach communities and undertake field monitoring visits as required.

Safeguarding and Code of Conduct

Youth Crime Watch of Liberia maintains a **zero-tolerance approach to sexual exploitation and abuse, sexual harassment, child abuse, exploitation, discrimination, and other forms of misconduct**.

The successful candidate will be required to:

Sign and comply with YCWL's Code of Conduct and safeguarding policies.

Participate in mandatory safeguarding and protection orientation.

Maintain professional boundaries with project participants.

Protect the confidentiality and dignity of beneficiaries.

Report safeguarding concerns through approved mechanisms.

Never use their position to exploit, abuse, intimidate, discriminate against, or solicit project participants.

Comply with all applicable YCWL and donor safeguarding requirements.

Apply survivor-centered and do-no-harm principles in all relevant activities.

Avoid independently investigating or mediating GBV or child protection cases.

Application Process

Interested and qualified candidates should submit:

A current **CV of no more than three (3) pages**;

A brief cover letter explaining their suitability for the position; and

Contact information for **three professional references**.

Applications should be submitted electronically to:

Email: vacancy@ycwliberia.org

Application Deadline: Wednesday, September 30, 2026

Only electronic applications will be accepted.

Due to the urgency of the position, applications may be reviewed and processed on a **rolling basis**.

YCWL therefore reserves the right to close the recruitment process before the stated deadline once a suitable candidate is identified.

Equal Opportunity Statement

YCWL is committed to diversity, inclusion, gender equality, and equal employment opportunities.

Qualified women, persons with disabilities, young professionals, and candidates with strong community-level experience are particularly encouraged to apply.

YCWL will recruit based on **competence, integrity, relevant experience, commitment to safeguarding, and suitability for the position**, without discrimination.