ToR: MEAL Technical Advisor – Field Monitoring & Quality Assurance

Position Information	
Post Title:	**MEAL Technical Advisor (Field Monitoring & Quality Assurance)**
Duty Station:	**Kyiv, Ukraine**
Travel:	Approx. 25% travel to project locations, pending security approval
Supervisor / Reports to:	Senior MEAL & IM Specialist
Reporting lines:	N/A
Key interfaces:	Country Director, Head of Programme, Finance and Operations Manager, REMARKET Project Manager, MSD Technical Advisor, MEAL Technical Advisor (Systems & Remote Support), Partner MEAL Focal Points, and other country, regional and head office staff
Duration:	12 months (with a possibility for extension)
Expected Workload:	**100%**
Terms:	Service Agreement (National)

Background

Caritas Switzerland is one of the leading Swiss NGOs in the field of poverty reduction in Switzerland and abroad. International Cooperation programs focus on humanitarian aid, income generation, climate change, and migration. Within the Ukraine Country Programme, Caritas Switzerland implements its response through local partners, embracing a localization approach and focusing on delivering technical value to project management.

Caritas Switzerland established its Ukraine Country Program (UCP) in the first days after Russia's invasion of Ukraine in February 2022. Caritas Switzerland's UCP focuses on response within Ukraine, and works through our Caritas partners in Ukraine – Caritas Spes and Caritas Ukraine – taking the localization of aid approach in its response, and focuses on bringing technical value-added, especially in the fields of protection, MHPSS, shelter, livelihoods, and technical capacity-building.

As part its livelihoods programming, CACH launched the project REMARKET (Recovery and Empowerment through Market Access and Resilient Economic Transformation in Ukraine) together with its local implementing partners from August 2024 to July 2027. It was designed to empower Ukrainian communities by enhancing market access and economic opportunities for IDPs, returnees, and host community members. Utilizing the Triple Nexus and Market Systems Development (MSD) approaches, the project aims to provide immediate support while laying the foundation for sustainable economic and social development. Building on the successes of previous pilot projects by Caritas Ukraine and Caritas-Spes Ukraine, REMARKET shifts from direct aid to sustainable livelihood enhancement. It combines humanitarian, developmental, and peace-building strategies to strengthen household resilience, support MSMEs, and provide targeted education and training. The project also plans a transition to a more MSD-centric approach in its next phase, promoting long-term income generation, economic stability, and social cohesion among the affected communities.

As part of its humanitarian programme, CACH is implementing multi-sectoral humanitarian projects (CARE4U4 and REACT) – that are complementary projects designed to enhance the resilience, safety, and well-being of vulnerable populations affected by conflict in Eastern and Southern Ukraine. Building on the previous joint project CARE4U3, both CARE4U4 and REACT concretely respond to emergency needs,

and transition to stabilisation-focused activities by prioritising and supporting long-term and sustainable solutions through the holistic approach combining shelter, protection, MHPSS, and cash assistance activities to empower beneficiaries to address their intersectoral needs.

Purpose
The purpose of the MEAL Technical Advisor (Field Monitoring & Quality Assurance) role is to ensure that CACH's Ukraine Country Programme and its partners deliver quality, accountable programming on the ground, and that reported results are backed by evidence verified in the field. Based in Kyiv with regular travel to project locations, the role leads on field monitoring visits, spot checks and field verification, evaluations, assessments and Third-Party Monitoring (TPM), community-level accountability, and in-person learning and capacity building for CACH and partner staff. It works in tandem with the MEAL Technical Advisor (Systems & Remote Support), who leads on MEAL systems, partner reporting, data validation, databases and dashboards.

Key Responsibilities	**Workload Allocation**
1. Field Monitoring, Spot Checks and Verification:	**25%**
• In conjunction with CACH program staff, conduct regular field visits to monitor project activities and ensure they are in line with objectives, and produce monitoring visit reports with clear findings, recommendations and agreed follow-up actions. • Spot Checks & Field Verification: Lead, advise on, and oversee regular spot checks across partner implementation sites to ensure data integrity, protocol compliance, and quality implementation. • Verify partner-reported results in the field, including checking beneficiary lists, distribution and attendance records and other source documentation against reported figures, and feed findings into the data validation process led by the MEAL Technical Advisor (Systems & Remote Support). • Plan field visits and spot checks on a monthly basis with the supervisor and programme team, using a risk-based approach to prioritise sites, activities and partners. • Ensure activities observed in the field comply with international standards and humanitarian guidelines (e.g., Sphere Standards, CHS), including protection mainstreaming and safe and dignified access to assistance.	
2. Evaluations, Assessments and Third-Party Monitoring:	**20%**
• Lead and coordinate evaluations, assessments, research, and reviews, including development/review of ToRs and methodologies, coordination with external consultants/service providers, quality assurance of deliverables, and follow-up on recommendations. • Third-Party Monitoring (TPM): Support and facilitate Third-Party Monitoring (TPM) processes, including inputs into ToRs, coordination with third-party monitors, reviewing methodologies, quality assuring deliverables, and leading post-monitoring action planning. • Lead and provide technical oversight on the development and adaptation of partner field data collection tools, including PDMs, pre/post assessments, surveys, focus group discussion guides, monitoring checklists, and other	

Key Responsibilities	Workload Allocation
quantitative and qualitative tools, ensuring they adhere to international standards and are consistent across projects. • Support and oversee field data collection by partners, including briefing of data collectors, sampling, and quality control of interviews and focus group discussions.	
3. Community Accountability:	**15%**
• Support partner organizations in developing and implementing accountability frameworks, ensuring that affected populations are consulted and informed about programs and their rights. • Conduct community consultations and focus group discussions during field visits to gather beneficiary feedback and to check awareness of, access to, and trust in complaints and feedback mechanisms. • Support partner organizations with the field-level set-up and functioning of complaints and feedback mechanisms (e.g., information sessions, visibility materials, feedback boxes), and refer issues observed or reported during field visits into the CACH and partner mechanisms. • Provide capacity building on accountability standards for staff and partners.	
4. Learning and Capacity Building:	**15%**
• Lead and coordinate learning events, workshops, reflection sessions, after-action reviews, and other learning processes, bringing together CACH and partner teams to review evidence, identify lessons learned, agree recommendations, and translate findings into concrete actions. • Design and conduct in-person training and on-the-job coaching for CACH and partner project staff on M&E, data collection, field monitoring, and accountability practices. • Contribute field-level observations to the needs / gap assessment of partners' MEAL systems and to the design of targeted technical assistance. • Follow up with relevant teams and partners on the implementation of agreed recommendations and action points emerging from evaluations, monitoring visits, spot checks, TPM, and learning events. • Document best practices, success stories, and case studies from the field for internal knowledge sharing and external dissemination.	
5. Reporting and Programme Quality:	**25%**
• Provide field monitoring, spot check, evaluation and TPM findings, case studies, and qualitative evidence for regular programme/project performance reports, and present findings to programme management, leadership and external stakeholders. • Use evidence generated through field monitoring, evaluations, research, accountability mechanisms, and learning processes to identify programme quality risks and areas for adaptation, and provide recommendations to programme management and partners. • Support and work closely with CACH's Program Quality (PQ) specialists to support the development of program quality improvement strategies. • Collaborate with the Program team to ensure findings are integrated into program design and implementation.	

Key Responsibilities	Workload Allocation
• Support the integration of cross-cutting themes (e.g., gender, protection, localization) into field monitoring and data collection.	

Mode of Cooperation and Deliverables

The MEAL Technical Advisor will agree on work plans with the supervisor on monthly and quarterly basis and is requested to keep the supervisor informed about activities undertaken and progress made.

Field visits and spot checks are planned monthly with the supervisor and programme team, and each trip is subject to CACH security clearance.

The two MEAL Technical Advisors work as one team under the Senior MEAL & IM Specialist. This position leads on field visits, spot checks, TPM, evaluations and in-person learning; the MEAL Technical Advisor (Systems & Remote Support) leads on MEAL systems, partner reporting, data validation, databases and dashboards. Data anomalies identified through desk review inform field verification priorities, and field findings feed back into data validation and reporting.

Key deliverables include:

- A monthly field monitoring and spot check plan, agreed with the supervisor and programme team.
- Monitoring visit and spot check reports with findings, recommendations and agreed actions, shared within five working days of each visit.
- ToRs, methodologies and quality-assured deliverables for evaluations, assessments and TPM, with follow-up on recommendations.
- Learning events and trainings delivered as per the agreed plan, with lessons learned and actions documented.

Competencies and Qualifications

1. Education

- A university degree in humanitarian or development studies, international relations, business administration, social work, mathematics and statistics or a related field, is highly desirable.

2. Professional Experience

- A minimum of 5 years' experience in a MEAL related role with strong monitoring and evaluation skills, including planning/participating in evaluations.
- Substantial hands-on experience conducting field monitoring visits, spot checks, distribution and post-distribution monitoring, and field data collection, including working with partner field staff and data collectors.
- Sectoral Knowledge: Comprehensive understanding of one or more of CACH's Ukraine Country Programme sectors of intervention, including livelihoods and humanitarian assistance (shelter, protection, MHPSS, CVA), is highly desirable.
- Proven capacity to supervise, train and coach staff as well as ability to facilitate/conduct large technical trainings for staff.
- Proven work experience in emergency response and fragile state contexts.

3. Technical Skills and Competencies

- Field Monitoring Methods: Strong knowledge of quantitative and qualitative data collection methods (e.g., surveys, PDMs, key informant interviews, focus group discussions, observation checklists), sampling and verification techniques.
- Advanced Research Skills: Experience with advanced research methodologies and the ability to conduct rigorous data quality checks.
- Reporting and Documentation: Strong skills in producing clear, concise, and well-structured reports that effectively communicate findings and recommendations.

- Knowledge of MEAL Standards: Good understanding of international MEAL standards and frameworks, such as OECD-DAC criteria, SPHERE standards, and the Core Humanitarian Standard (CHS).
- Data collection and Analysis Tools: Experience using data collection tools (e.g., KoBo Toolbox) and data processing tools such as MS Excel; familiarity with Power BI or similar tools is an asset.

4. Interpersonal Skills and Personal Attributes

- Partnership focused: Commitment to CACH's localisation strategy, working with national partners to implement programme in accordance with Caritas International's Partnership Principles.
- Effective Communication: Excellent verbal and written communication skills, capable of presenting complex information in an accessible manner to different stakeholders.
- Collaboration and Teamwork: Strong ability to work collaboratively with internal teams, partners, and external stakeholders, fostering a spirit of cooperation and shared purpose.
- Training and Capacity Building: Ability to train and build the capacity of staff and partners in MEAL practices, promoting a culture of continuous improvement.
- Continuous Learning: Commitment to ongoing professional development. Attending relevant training sessions, workshops, and conferences. Staying current with MEAL best practices and methodologies.
- Field Readiness: Willingness and ability to travel frequently to project locations, including areas close to the frontline, in line with CACH security protocols.

5. Language Requirements

- Very good written and spoken English.
- Excellent written and spoken Ukrainian.