



JOB ADVERTISEMENT

ADRA DRC - PROJECT – Monitoring, Evaluation, Accountability and Learning Accountability Manager /002/RH/08 - 26

POSITION TITLE: **Monitoring, Evaluation, Accountability and Learning Manager**

NUMBER OF POSITIONS: **01**

DUTY STATION: **Democratic Republic of the Congo (Specific location to be determined)**

CONTRACT TYPE: **Fixed-Term Contract (FTC)**

REPORTS TO: **Chief of Party / Program Director**

VACANCY ANNOUNCEMENT DATE: **August 5, 2026**

APPLICATION DEADLINE: **August 20, 2026**

POSITION STATUS: **Open to National and International Candidate**

VACANCY ANNOUNCEMENT SUBJECT TO FUNDING APPROVAL

1. ABOUT ADRA

ADRA is a humanitarian organization working with people living in poverty and distress to create justice and positive changes through empowered partnerships and responsible action.

ADRA is present in 120 countries and serves people with justice, compassion, and love. ADRA has been present in the Democratic Republic of the Congo (DRC) since 1994. Its programs are supported by USAID, UNFPA, Global Fund, UNICEF, BMZ etc. ADRA DRC is undertaking programs in (DRC) in the fields of health, child protection, education, non-food item and food distribution, cash assistance, and livelihoods programming. Our work in these challenging settings gives rise to some of the most pressing issues facing contemporary humanitarian action, including questions of access, security, funding, and coordination.

2. PROJECT BACKGROUND & JOB DESCRIPTION :

PROJECT BACKGROUND

ADRA DRC is seeking a passionate, committed, and experienced MEAL Manager who embodies our core values of connectedness, courage, and compassion.

The project in DRC aims to deliver cost-effective, high-quality integrated health services by strengthening community- and facility-based health workers and using faith- and community-based platforms. The project will focus the donors regulations assistance on strengthening community and frontline health worker networks, coordinating and integrating existing faith- and community-based services into government systems, and supporting a clear, time-bound transition of program activities to national and sub-national stakeholders in targeted regions and districts of DRC.

JOB DESCRIPTION

Working under the supervision of the Project Director, the MEAL Manager will provide technical leadership, oversight, and strategic direction for all Monitoring, Evaluation, Accountability, and Learning (MEAL) activities



for the FCI project in DRC. S/he will lead the design and implementation of the project's MEAL system, including the MEAL Plan, routine monitoring, data flows and collection tools, performance tracking, indicator management, baseline and endline assessments, data quality assurance, analysis, reporting, learning, and accountability mechanisms. The MEAL Manager will ensure that MEAL activities are implemented in accordance with donor requirements, Congolese national M&E guidelines, GHS guidelines, ethical standards, data protection and confidentiality protocols, and relevant national information and reporting systems.

The ideal candidate will have experience implementing MEAL systems that support adaptive management, learning, accountability, and evidence-based decision-making in health or Global Health Security (GHS) programming. The MEAL Manager will supervise and mentor the MEAL team, strengthen capacity as needed, support the use of HMIS and other health data for decision-making, ensure lessons learned and community feedback are integrated into project implementation, document and disseminate project successes and challenges, and coordinate MEAL activities with consortium partners, local stakeholders, and the Ministry of Public Health and Population (MOPHP).

3. KEY RESPONSABILITIES

MEAL System Design and Implementation

- Lead the team to develop and implement the project MEAL Plan in coordination with the Project Director, the local MEAL team, and local stakeholders to capture project performance and results, including routine service delivery data reporting.
- Lead the design and implementation of baseline, endline, and other periodic assessments, including annual performance reviews or surveys as required by the donor and project learning agenda.
- Ensure high-quality MEAL implementation and responsible data management, consistent with Congolese national M&E guidelines, GHS guidelines, donor requirements, ethical standards, data protection and confidentiality protocols, and relevant national information and reporting systems.

Data Management, Quality Assurance, and Reporting

- Develop and oversee project data flows, collection tools, and data entry systems, including digital data collection approaches where appropriate, to ensure timely, accurate, and efficient data collection and reporting.
- Lead the implementation of data quality assurance systems, including routine data verification, periodic data quality audits, annual internal data quality assessments, and follow-up action plans in collaboration with MOPHP and consortium partners.
- Develop MEAL strategies, contribute to workplans and budgets, and lead the compilation, verification, analysis, and interpretation of project performance data for quarterly, semi-annual, and annual donor reports, internal management reviews, and consortium learning processes.

Global Health Security and HMIS Strengthening

- Ensure MEAL systems capture project contributions to GHS and integrated health service outcomes, including strengthened surveillance, community-based detection and reporting, outbreak preparedness, health worker capacity, coordination, and timely use of data for public health decision-making, in relevant service areas such as HIV, malaria, TB, MCH, and nutrition.
- Collaborate with the Congolese MOPHP to strengthen routine data collection, integrate community-level data into the broader health information system, and improve the quality, analysis, and use of HMIS and other health data for decision-making at facility, district, and sub-national levels.

Learning, Adaptation, and Accountability

- Lead the design and implementation of the project's collaboration, learning, and adaptation (CLA) approach, including a learning agenda, reflection processes, after-action reviews, documentation of

lessons learned, and mechanisms to apply learning across project staff, consortium partners, government counterparts, and other stakeholders.

- Use evidence from monitoring data, assessments, accountability mechanisms, and learning activities to inform strategic decision-making, adaptive management, and project planning.
- Document and disseminate lessons learned, promising practices, and success stories among the project team, the MOPHP, FBOs, Congolese development actors, and international stakeholders.
- Design and oversee safe, accessible, and inclusive accountability mechanisms, including community feedback and response systems, complaints tracking, referral protocols, and processes to ensure feedback from diverse community members informs project decision-making.

Team Management, Partner Coordination, and Capacity Strengthening

- Supervise, mentor, and strengthen the capacity of the project MEAL team to ensure high-quality MEAL implementation, reporting, data use, and professional development.
- Coordinate with consortium partners, government counterparts, FBOs, CSOs, and other key stakeholders to review project evidence, identify implementation challenges, and support agreed adaptations to improve project performance.
- Support coordination with project staff, consortium partners, and relevant stakeholders, as needed, to promote consistent MEAL practices, timely reporting, data quality, and use of project evidence.

4. PROFILE – REQUIRED QUALIFICATIONS AND SKILLS

REQUIREMENTS

- An advanced degree in research methods, statistics, biostatistics, quantitative/qualitative data analysis, public health, social/behavioral sciences, or other relevant medical or health disciplines. Master's degree in Program Evaluation or International Development preferred.
- Minimum of 8 years of experience in MEAL in the field of public health, HIV/AIDS, maternal and child health, TB, malaria, and/or other infectious disease programs, as well as knowledge of monitoring of results-based financing programs, preferably with USG/EU/etc. -funded projects
- Minimum of 5 years of experience in collecting, analyzing, and managing donor-funded project data for health projects
- At least 3 years of experience applying collaboration, learning, and adaptation (CLA) approaches in donor-funded health programs, preferably including USG/EU/etc. -funded projects, and leading CLA approaches across partners and technical focus areas to yield successful collaboration and integration.
- Familiarity with Department of State Global Health Security Bureau (GHS) M&E requirements and guidelines.
- Demonstrated ability to use HMIS (DHIS2 or DATIM) for reporting or analysis
- Demonstrated experience managing MEAL systems consistent with donor protocols for data collection and reporting
- Proven expertise in quantitative and qualitative methodology design, tool development, quantitative and qualitative data analysis, operations research, health management information systems, data quality assessments, reporting, dissemination, and presentation.
- Strong technical skills, including the ability to process and analyze data using one or more statistical software packages, including at least one of the following: SPSS, Stata, or SAS.
- Proven expertise in using digital tools for data collection, such as KoboToolbox, ODK, or others.
- Excellent diplomacy skills and a proven ability to establish and maintain interpersonal and professional relationships with host-country counterparts and representatives from other key stakeholders such as NGOs, FBOs, CSOs, and the private sector.
- Demonstrated outstanding leadership, strategic thinking, and organizational, team-building, and representational skills.

- Experience supervising personnel and ensuring they acquire the necessary training and skills to meet evolving project needs.
- Demonstrated experience with MEAL plans development and implementation
- Excellent analytical and reporting skills coupled with proven ability in using visuals like graphs, charts, maps, and GIS
- Familiarity with USG/EU/etc. administrative, management, and reporting procedures and systems
- Strong oral and written communication and presentation skills in English and French
- Experience living or working in DRC is preferred

ESSENTIAL SOFT SKILLS

- Ability to coach, mentor, and develop the technical capacity of technical staff.
- Excellent skills in facilitation, team building, and coordination
- Excellent communication and writing skills, as well as negotiation and management skills.
- Proven ability to work independently, be flexible, and adaptable.

PREFERRED SKILLS, ABILITIES, AND FUNCTIONS

- Able to work and travel within DRC

5. HOW TO APPLY

The application package must include the following documents:

- A cover letter and Curriculum Vitae (CV),
- Copies of academic degrees, training certificates, and employment certificates;
- Three (3) professional references (full name, position/title, relationship to the candidate, email address, and telephone number).

Interested and qualified candidates should submit their application as one single PDF file. The subject line of the email must strictly be: **ADRA DRC – PROJECT – MEAL Manager/002/HR/08-26**

Applications should be sent to the following email address: ADRADRCRecruit@adradrcongo.org

Failure to comply with these application instructions may result in the disqualification of the application

« FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY »

Done at Kinshasa, on August 5, 2026
P&C – ADRA RD Congo

