

Job Title	MEAL Manager	Reporting to	Technical Services & Transformation Director
Location	Freetown (With Travel)	Direct Reports	2

Marie Stopes Sierra Leone

Marie Stopes Sierra Leone (MSSL) was established in 1986 as a leading provider of high-quality reproductive healthcare. We are a social enterprise that blends the values of non-profit public service with the innovation and efficiency of private sector delivery. Every year, we serve thousands of women, men, and young people across Sierra Leone with compassionate, client-centered care.

We are part of MSI Reproductive Choices, a global partnership operating in 37 countries, united by the belief that everyone should have the freedom to make their own sexual and reproductive choices.

Our work goes beyond healthcare. By supporting the physical, emotional, and reproductive wellbeing of our clients, we also open doors to broader opportunities. When men, women and girls are able to make informed choices about their bodies and futures, they are better able to stay in school, pursue their careers, contribute to their communities, and build healthier families. In this way, reproductive choice becomes a pathway to dignity, autonomy, and the reduction of poverty.

The Role/Function

The Monitoring, Evaluation, Accountability and Learning (MEAL) Manager is responsible for building and sustaining a best-practice MEAL function that enables the organisation to demonstrate results, strengthen programme quality, meet donor reporting obligations, and foster a culture of evidence and learning. The role demands an exceptionally skilled data professional who can translate complex datasets into clear insights and drive strategic decisions through high-quality analytics, visualisation, and evaluation.

Key Responsibilities

1. MEAL System Design & Management

- Design, implement, and continuously improve the organisation's MEAL framework, strategies, and Standard Operating Procedures (SOPs) across all programmes.
- Develop and maintain comprehensive Indicator Performance Tracking Tables (IPTTs), Theories of Change, and logical frameworks (logframes) in line with donor and organisational requirements.
- Establish and manage real-time data collection systems and digital platforms (Orion, Clic+, KoBoToolbox, DHIS2, CommCare, or equivalent) for field-level data capture.
- Ensure MEAL systems are integrated into project design, inception phases, and annual planning processes.

2. Data Analysis, Visualisation & Reporting

- Lead the collection, processing, cleaning, and advanced analysis of quantitative and qualitative data from multiple programme sources.
- Develop and maintain dynamic dashboards and Pivot Table-based reporting tools in Microsoft Excel and/or Power BI to enable real-time performance monitoring.

- Produce high-quality data visualisations - charts, infographics, choropleth maps, and dashboards - that communicate complex findings to diverse audiences including donors, government partners, and community stakeholders.
- Synthesise programme data into evidence-based reports, briefing notes, and learning products that are analytically rigorous and clearly written.
- Automate recurring reports and data aggregation workflows to improve efficiency and reduce manual errors.

3. Surveys, Assessments & Evaluations

- Design and lead the full cycle of programme surveys including needs assessments, baseline studies, mid-term reviews, and endline evaluations
- Develop technically sound survey instruments (questionnaires, interview guides, observation checklists) using best-practice survey methodology - sampling strategy, question design, piloting, and validation.
- Manage and coordinate the deployment of enumerator teams; develop training materials and facilitate data collection training to ensure quality, consistency, and ethical data practices.
- Oversee field data collection operations - mobile and paper-based - and apply rigorous data quality assurance protocols throughout.
- Lead qualitative data collection methods including focus group discussions (FGDs), Mystery Client Interviews, and participatory appraisals.
- Manage external evaluations: develop Terms of Reference (ToRs), support procurement, manage consultant relationships, and ensure evaluation findings are credible, actionable, and disseminated effectively.

4. Data Quality Assurance

- Conduct routine Data Quality Assessments (DQAs) across all programmes and implement corrective action plans where deficiencies are identified.
- Establish and enforce data validation, verification, and storage protocols to maintain data integrity, security, and confidentiality.
- Develop and maintain a centralised, well-documented data management system and organisational data repository.
- Ensure compliance with data protection regulations and ethical standards in all data collection and management activities.

5. Accountability & Beneficiary Feedback

- Design and manage the organisation's Client Feedback System
- Ensure beneficiary feedback is systematically collected, analysed, tracked, and fed back into programme design and delivery.
- Champion a culture of transparency and accountability at all levels of the organisation.

6. Learning, Knowledge Management & Capacity Building

- Lead the organisation's Learning Agenda - facilitating After Action Reviews (AARs), lessons learned exercises, and reflection sessions to institutionalise learning.
- Produce high-quality learning briefs, case studies, and knowledge products for internal use and external dissemination.
- Build the MEAL capacity of programme staff, field officers, and partners through structured training, mentoring, and coaching.
- Represent the organisation in external MEAL networks, working groups, and coordination forums.

7. Team & Stakeholder Management

- Line-manage and provide technical supervision to MEAL Officers, Data Officers, and Field Enumerators as applicable.
- Work closely with Programme Managers, Finance, and Grant Management teams to integrate MEAL into project planning and reporting cycles.
- Liaise with donor MEAL focal points, government counterparts, and sector coordination bodies as required.

Qualifications & Experience

Education & Qualifications

- **Essential:** Bachelor's degree (minimum) in Statistics, Economics, Mathematics, Social Sciences, Public Health, Development Studies, or a related field.
- **Preferred:** Master's degree in a relevant discipline (e.g., Development Studies, Research Methods, Epidemiology, Applied Statistics) strongly preferred.
- **Advantage:** Professional certification in MEAL, M&E, data analysis, or project management, PMD Pro, PMP is a distinct advantage.

Professional Experience

- Minimum 5 years of progressive hands-on experience in MEAL, M&E, or programme quality roles within international development, NGO, or public health programmes.
- Demonstrated experience designing and managing MEAL systems for multi-donor, multi-site programmes at scale.
- Proven track record leading surveys, evaluations, and mixed-methods research - including sampling design, instrument development, field management, and report writing.
- Experience working with complex programme data sets and translating findings into strategic recommendations.

Technical Skills - Essential

- **EXCEL:** Advanced Microsoft Excel proficiency - Pivot Tables, Power Query, complex nested formulas (INDEX/MATCH, VLOOKUP, SUMIFS, IF nesting), conditional formatting, and dynamic charting.
- **VISUALISATION:** Data visualisation expertise - ability to produce publication-quality charts, dashboards, infographics, and maps. Experience with Power BI, Tableau, or equivalent BI tools strongly preferred.
- **SURVEYS:** Survey methodology - deep knowledge of quantitative and qualitative survey design, sampling techniques (probability and non-probability), and fieldwork management.
- **MOBILE DATA:** Mobile data collection - proficiency with KoBoToolbox, ODK Collect, Survey CTO, or equivalent platforms.
- **DATABASES:** Database management - ability to design, query, and manage structured datasets; familiarity with DHIS2 or equivalent health information systems is an asset.

Competencies & Skills

Competency	Level	What we are looking for
Analytical Thinking	Expert	Breaks down complex data problems; identifies patterns, trends, and causal relationships; draws well-reasoned, evidence-based conclusions.
Data Communication	Expert	Translates technical findings into clear, compelling narratives and visuals for non-technical audiences; adapts communication to stakeholder needs.
Attention to Detail	Expert	Maintains rigorous accuracy across large datasets; identifies errors and inconsistencies; ensures data integrity at every stage.
Research & Evaluation	Expert	Designs and leads robust mixed-methods research; applies appropriate methodologies; manages full evaluation cycle independently.
Planning & Organisation	Advanced	Manages multiple concurrent workstreams; meets deadlines in complex, resource-constrained environments.
Team Leadership	Advanced	Coaches and builds the technical capacity of others; inspires performance; manages field teams effectively.
Stakeholder Engagement	Advanced	Builds strong working relationships with donors, government, partners, and communities; facilitates learning and reflection processes.
Adaptability	Advanced	Thrives in dynamic, ambiguous environments; adjusts approaches based on context and new information.

How To Apply:

Interested and qualified candidates should submit the following to [email address] by [deadline date]:

- A current CV (maximum 4 pages) detailing relevant experience.
- A cover letter (maximum 1 page) clearly addressing how your skills and experience match the requirements of this role.
- Names and contact details of two professional referees

Only shortlisted candidates will be contacted.