

## Terms of Reference

### M&E MANAGER

**Organization:** SOLETERRE ETS

**Position:** M&E Manager

**Location:** UKRAINE – Based in Kyiv with frequent travel to project areas

**Contract Duration:** 7 months

**Reporting to:** Head of Mission – Ukraine

**Supervises:**

M&E Officer (2)

#### Project Background

The M&E Manager will be responsible of M&E activities under the umbrella of 2 different projects:

1. **HEALTH:** Ukraine's paediatric rehabilitation system faces critical gaps due to the ongoing conflict: workforce shortages, uneven geographic coverage, limited equipment, and inconsistent implementation of multidisciplinary rehabilitation pathways. The project seeks to strengthen preparedness, quality, and continuity of paediatric rehabilitation services in 10 health facilities through capacity building, mentorship, data collection, caregiver engagement, and collaboration with national Centres of Excellence.
2. **MULTI-SECTORIAL EMERGENCY ASSISTANCE:** Soleterre provides direct emergency assistance to conflict-affected and displaced populations in Ukraine through the distribution of essential relief items and the delivery of basic support services. Activities include the identification and targeting of internally displaced persons and vulnerable host communities, the distribution of non-food items and essential goods, and support to meet urgent needs linked to displacement, loss of housing, and interruption of basic services. Interventions are implemented in coordination with local partners to ensure rapid access and continuity in volatile contexts.

#### Main Responsibilities

The M&E Manager will provide support in monitoring the progress of project activities through MEAL processes, ensuring data quality, and contributing to the effective use of data for decision-making and learning within the organization. S/he ensures the good implementation and respect of MEAL plans at field level and oversee the accountability mechanisms. S/he manages existing reporting processes and tools, identifying existing gaps within the systems, and proactively developing solutions to strengthen data protection and data quality across the mission. S/he ensures the overall coherency of the projects and quality control.

#### Responsibilities MEAL results and program quality:

- Participate in country-level strategic planning and annual/program reviews and assist programme staff and senior management in the development of annual plans, strategies, and program design using strong evidence and pursue strategic research initiatives.
- Lead the development of MEAL strategies and tools; revise SOPs and ensure leadership in MEAL strategy, advancing MEAL technical and human capacities.

- Foster collaborative relationships with internal and external stakeholders within the area of responsibility.
- Identify and plan for the human resources, financial resources, and time needed to carry out MEAL activities.
- Apply Soleterre guidance with regards to General Data Protection Regulation (GDPR) and data protection, specifically for MEAL-related data.
- Lead on capacity building, training and technical support for MEAL, programme, sectors and field staff to advance evidence agenda.
- Engage in and support quality throughout PCM, specifically, ensure development and adequate maintenance of MEAL plans, indicator tracking tools and other relevant tools for the area of responsibility.
- Participate in and contribute to project kick-off meetings, review meetings and close-out meetings to highlight cross-project components aimed at replicating good practices and strengthening synergies between projects or programmes.
- Establish and roll-out results frameworks and monitoring processes and tools.
- Ensure the development of appropriate monitoring, tracking and reporting systems, tools and templates that enhance monitoring of program outputs and quality, Value for Money, generate quality evidence on program outcomes and promote the use of data for decision-making processes.
- Design, refine and deploy data collection which combine quantitative and qualitative methods and tools and oversee field visits, baseline, mid and end-lines.
- Plan for, manage and quality assure the field data collection and field monitoring processes and tools.
- Plan for and perform data quality assurance in data collection, data entry and data processing.
- Lead the analysis and reporting of MEAL qualitative and quantitative data (e.g. baseline and end line assessment reports) collected in line with internal information needs and external reporting obligations.

#### **Responsibilities Accountability:**

- Identify, plan for and implement different mechanisms for community engagement, participatory monitoring and integrate feedback mechanisms in MEAL.
- Assess, design and improve accountability mechanisms, including Community Feedback Mechanism processes, tools and SOPs, and adapt global Community Feedback Mechanism CFM guidance to the local context for efficient feedback mechanisms management.
- Follows up on feedback and complaints in coordination with M&E officers ensuring that sensitive complaints are brought to the attention of the dedicated PSEA focal point.
- Ensures that training and awareness on the CRM for the project is in place.
- Follows up on sensitive complaints as per Soleterre SOPs.

#### **Evaluation, analysis, and learning:**

- Lead and contribute to analysis, evaluation, and research for data-driven evidence and use in the area of responsibility.



- Contribute to organization capitalisation efforts, by supporting utilization of results for better planning and decision making; formalize and share knowledge and learning for improved programming.
- Translate MEAL findings into organizational learning; plan and implement learning events and design appropriate learning products.
- Regularly present the key MEAL findings and feedback to the supervisors and when relevant to the team for further development.
- Lead on or engage in analysis, interpretation, and communication of the MEAL findings externally, in the area of responsibility.

#### Requirements:

- University degree in social sciences, international relations, public health management, international cooperation, or related fields.
- Minimum 3 years of experience in managing complex projects in emergency or international cooperation contexts.
- Proven experience in effectively working with a variety of donors' requirements including AICS, EU, and UN agencies.
- Strong understanding of institutional donor requirements, preferably with UNICEF or UN agencies.
- Strong understanding of monitoring, evaluation, accountability and learning principles and processes, including database management, reporting etc.
- Proven skills in planning, monitoring, budgeting, and financial reporting.
- Excellent leadership and ability to manage multidisciplinary teams.
- Fluent in English (spoken and written). Knowledge of Ukrainian or Russian is a strong asset.
- Flexibility and adaptability in complex and rapidly evolving contexts.
- Strong interpersonal and negotiation skills.
- Initiative and results-oriented mindset.
- Ability to work under pressure and meet tight deadlines.

#### Contract Conditions

- Fixed-term contract
- Accommodation, health insurance, and R&R provided during assignment
- Salary commensurate with experience and profile

#### How to Apply:

Send your CV and cover letter to [risorseumane@soleterre.org](mailto:risorseumane@soleterre.org), specifying **ME\_UKR-26** in the subject line by **February 10, 2026**.

Applications will be reviewed on a rolling basis until the position is filled.

Only pre-selected candidates will be contacted for interviews.

The selection process respects the principle of equal opportunities (Law 903/77).