Terms of Reference (ToRs)

MEAL Officer
Project: Public School Reorganization Program (PSRP-II)

Location: Punjab Province, Pakistan

Reports To: Education Program Manager & Director Programs

1. Purpose of the Position:
The MEAL Officer will be responsible for establishing and maintaining a robust monitoring, evaluation, accountability, and learning system for the PSRP-II project. This includes the development of data collection tools, data management systems, field monitoring, analysis, and reporting. The MEAL Officer will ensure timely and accurate data collection from schools, provide evidence-based insights to improve programming, and generate quality reports for internal use and donor reporting.

2. Key Responsibilities:

A. Data Collection and Tool Development

- Design and update data collection tools (digital and paper-based) for monitoring student performance, school operations, trainings, and community engagement.
- Provide orientation to field staff on proper use of data tools and ensure consistency across districts.

B. Data Management & EMIS

- Maintain a comprehensive Education Management Information System (EMIS) that includes real-time and historical data of all PSRP-II schools.
- Ensure data accuracy, integrity, and confidentiality by regularly cleaning, updating, and backing up datasets.
- Develop dashboards and maintain school profiles (by location, type, enrollment, gender ratio, etc.).

C. Analysis and Reporting

- Analyze data using quantitative and qualitative methods to generate evidence-based insights.
- Prepare and submit detailed monthly and quarterly MEAL reports for donors and senior management.
- Generate multi-dimensional reports focusing on trends, performance, and impact across districts and school clusters.

D. Learning & Accountability

- Support program reflection sessions and reviews by sharing MEAL findings and trends.
- Document lessons learned, success stories, and case studies that contribute to program improvement and advocacy.
- Facilitate the use of MEAL findings for adaptive programming and decision-making.

F. Monitoring & Field Visits

- Conduct regular field visits to PSRP-supported schools to monitor implementation progress and compliance with project standards.
- Use standardized checklists and observation tools to assess quality of education services, teaching practices, school governance, and student attendance.
- Identify gaps, areas for improvement, and risks; report findings to the Education Program Manager for timely action.

3. Required Qualifications & Experience:

- Bachelor's or Master's degree in Education, Statistics, Social Sciences, Development Studies, or a related field.
- At least 3–5 years of relevant experience in M&E or MEAL roles within the education or development sector.
- Strong knowledge of M&E frameworks, logical frameworks, and result-based management.
- Proficiency in data analysis software (Excel, SPSS, Power BI, or similar tools).
- Excellent skills in report writing, documentation, and presentation.
- Experience in using EMIS or other digital data management platforms.
- Willingness to travel frequently to field sites across Punjab.