

Job Description (Asia Region)

This job description serves as a clear and accurate outline of the role's purpose, key responsibilities, and required qualifications. It is designed to guide recruitment by ensuring candidates and hiring teams share a common understanding of the position. It also helps align the role with organizational goals, supports performance management, and provides a reference point for career development and workforce planning.

Please complete all sections carefully in a careful and concise manner and do not use acronyms or industry jargon. Incomplete templates will delay posting. Once this is complete, email it to HR.

Note: All position grades are determined by the People & Culture (HR) Team. Please DO NOT fill in the "Grade" box below.

Position Information

Position title: Senior Monitoring, Evaluation, Accountability and Learning (MEAL) Officer	Date requested: 02/10/2026
Position Type (FT/ part-time/ ST etc.): Full Time	Grade (for HR use only): D
Division: International Programs Operations	Department: Program
Location (Country, City): Cambodia	Incumbent's name (if applicable): Click or tap here to enter text.
Line Manager: Senior Program Manager	Dotted-line Manager (if applicable): Click or tap here to enter text.
Travel Requirement: 30 %	

Job Summary

In 1000 characters or less, state the position's overall purpose or objective, highlighting the general functions the position is responsible for and articulating what the position is expected to accomplish. This section will appear on external sites.

The Senior MEAL Officer leads the design and implementation of the project's Monitoring, Evaluation, Accountability and Learning (MEAL) framework, ensuring data-driven decision-making and credible evidence of impact. The role oversees monitoring systems, feedback and accountability mechanisms, and staff capacity building, and feeds evidence into project strategy and policy advocacy. Senior MEAL Officer also leads the review, monitoring, and support quality check on third party consultants work which requires knowledge and experience in environmental and sustainability sector.

While sector knowledge in plastic waste, waste management, circular economy and environment in general is essential, the post-holder must also be able to independently design practical monitoring tools, maintain data quality standards, and produce credible analysis for donor and stakeholder reporting.

Responsibilities and Tasks

Describe the major responsibilities, principal tasks, and end results the position is responsible for. Please include rationale as to why it is done and the impact it has on the team or organization. List the responsibilities in the order of importance and state the estimated percentage of time the employee should spend on each responsibility during a typical year.

JOB RESPONSIBILITY 1

MEAL System Design & Monitoring Management	45 % of time %
• Develop the MEAL Plan and system tools, aligned with CARE Vision 2030 and the CARE 30 global indicators. • Lead and manage monitoring activities, data collection, and the Activities Tracking System (ATS)/project database. • Conduct data analysis and reporting to track progress against outputs and outcomes – and ultimately results framework • Carry out regular field monitoring visits to ensure data quality and program compliance. • Monitor partners and stakeholders — including implementing partners, MSMEs, factory partners, and pilot commune sites — against agreed indicators, targets, and reporting commitments. • Work closely with the Program Quality Advisor to ensure MEAL system design reflects CARE program quality standards.	

JOB RESPONSIBILITY 2

Feedback & Accountability Mechanisms	10 % of time %
• Develop and maintain feedback and accountability mechanisms (FAM), including CARE's Digital Scorecard. • Ensure participatory, transparent, and responsive feedback channels with communities and partners. • Oversee data and metrics administration for the Digital Scorecard and Recyclables Marketplace platform, ensuring figures feed accurately into MEAL reporting. • Write FAM reports; manage PIIR reporting and related relevance documents. • Coordinate with the Program Quality Advisor on accountability standards and safeguarding integration within FAM.	

JOB RESPONSIBILITY 3

Capacity Building and Training	10% of time %
• Train project staff and partners on monitoring tools, data collection, and ethical/responsible data management. • Support design and delivery of MEAL-related training programs. • Apply and promote CARE Program Quality (PQ) standards across project activities. • Coordinate with the Program Quality Advisor to align MEAL practices with CARE PQ standards and organizational learning priorities.	

JOB RESPONSIBILITY 4

Third-Party Monitoring Oversight	20% of time
• Liaise external research, assessment and monitoring consultants • review inception reports, methodology, and tools before fieldwork begins, checking technical soundness and ethical compliance (informed consent, data protection, safeguarding). • Monitor progress during implementation and quality-assure draft and final outputs. • Verify that findings align with project objectives and logframe indicators before integration into MEAL reporting. • Ensure all deliverables meet evidence and reporting standards required by the donor. Consult and work with the Program Quality Advisor on methodology, ethical review and overall deliverables' quality check	

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JOB RESPONSIBILITY 5

Knowledge Management and Advocacy Contribution	10 % of time %
- Develop and manage the project's learning agenda, including case studies. - Promote knowledge management and collaborative learning at project, program, and country levels. - Share learning products with the Program Quality Advisor to inform broader organizational learning and program quality initiatives. - Translate MEAL evidence into knowledge dissemination, advocacy and policy engagement: Package M&E findings, lessons learned, and outcome data into briefs, talking points, and presentations for the EU Delegation, line ministries, and PSC meetings, directly feeding project evidence into policy advocacy and strategic positioning discussions.	

JOB RESPONSIBILITY 6

Insert %

Other Responsibilities Assigned	5 % of time %
- Collaborate with internal and external stakeholders to align MEAL activities with project goals and objectives. - Represent Project and CARE on stakeholder workshop and other events. - Other tasks to support project team and CARE	

Qualifications (Know How)

Indicate the minimum required level of education, experience, and skills necessary to qualify for the position and fulfill the organization's expectations for job performance. Also include the education, experience, and skills desired for the position.

Education/Training

E.g. high school diploma; college degree (specify major/minor); specialty (ex. Accounting). Include the following phrase when possible: "or equivalent combination of education and work experience."

Required

- Bachelor's and/or master's degree in environmental science, Natural Resource Management, Sustainable Development, waste management, Statistics or a closely related field (or equivalent combination of education and work experience).
- Knowledge on KoboToolBox or other M&E tools

Desired

- Formal M&E training or certification. E.g KoboToolbox, Excel, PowerBI, etc

Experience/Technical Skills

Number of months/ years of previous professional experience in a similar position. Examples: languages; planning; budgeting; word-processing, basic accounting; advanced written communications; presentations; fundraising; training/facilitation, etc.

Required

- Minimum 3-5 years of proven experience that includes hands-on data collection, design or management of monitoring systems, results frameworks, or indicator tracking in development, environmental, circular economy or waste-management projects.
- Demonstrated ability to collect, clean, analyse and report quantitative and qualitative data (proficiency in Excel required; experience with data collection and analyzing tools (e.g KoboToolBox, dashboard management, etc)
- Ability to synthesize learning and contribute to adaptive management
- Proven Experience in providing training or facilitation to internal & external stakeholders
- Fluency in English and Khmer.

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Desired

- Experience developing or managing feedback & accountability mechanisms or working with community feedback systems / digital scorecards.
- Demonstrated ability to use and manage dashboard
- Documented experience designing MEAL frameworks or tools for multi-stakeholder projects.
- Strong analytical skills with the ability to interpret and visualize data effectively.
- Excellent communication and interpersonal skills for engaging diverse stakeholders.
- Passion and commitment in environmental and climate resilience

Problem Solving

Click on each level (1, 2 or 3) below to indicate what level of problem-solving this position will face. **Select Level: Level 2**

Level 1: What has to be done and how to do it are clearly defined, and the incumbent will face identical or similar problems on a regular basis

Level 2: What has to be done is known, but how to do it is not defined. The incumbent must use interpolative skills to pick and choose the right strategy to address a given problem.

Level 3: Why things are done is known, but what has to be done and how to do it are not defined. Situations are variable and the incumbent's response will involve analysis, problem definition, development of alternatives, and making recommendations. He or she will face and address problems that are typically non-recurring.

Why does the position fall into this category?

- He/She adapt/design the MEAL Plan and tools (not just implement a ready-made system).
- He/She manage third-party monitoring consultants end-to-end — scoping, methodology review, quality assurance — where the “how” is not predefined.
- He/She adapt tools and approaches to a complex, multi-stakeholder plastic-waste and value-chain context (edjai, MSMEs, factories, communes).
- Feedback mechanisms, learning agenda, and data systems require judgment on strategy and methods.

Competencies

CARE has 5 Core Competencies that **all** staff are expected to demonstrate and 2 Leaders Competencies expected of those in management and leadership positions.

Competency proficiency levels define the degree to which a person in a given job is required to demonstrate the competency through observable behavior. The chart below provides guidance when assigning proficiency levels to jobs. This guidance should be used as a starting point. Click [HERE](#) for guidance on CARE's Job Classification System.

Level	General competency behavior description	Job Classification
Level 1	Foundational: Baseline behaviors.	Support
Level 2	Capable: Practical application of the behaviors.	Professional
Level 3	Inspirational: Role models, coaches, and influences demonstration of the behaviors.	Managerial
Level 4	Transformational: Envisions and innovates the next generation of the behaviors.	Executive

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A. Core Competencies

Please indicate at what proficiency level you expect this role to demonstrate each **Core Competency**. This may be used in performance conversations and as a guide for staff development. You can find detailed descriptions of each Competency and Proficiency Levels [here](#).

- **RELATIONSHIP BUILDING Level 2- Capable**
Develops internal and external trusting & professional relationships. Purposefully develops networks to build value through collaboration.
- **INCLUSION Level 2- Capable**
Contributes to an environment where all employees feel a sense of belonging, valued for their differences, and empowered to participate and contribute freely.
- **DYNAMIC LEARNING MINDSET Level 2- Capable**
Continuously seeks opportunities to learn, questions past approaches in the current environment, owns growth and learns from failure.
- **DELIVERING RESULTS Level 2- Capable**
Invests time in planning to achieve goals while meeting quality standards & demonstrating commitment.
- **COMMUNICATION Level 2- Capable**
Effectively and appropriately interacts with others to build relationships, influence, and share ideas. Uses tact, diplomacy & cross-cultural sensitivity to navigate difficult situations.

B. Leadership Competencies

If this role is expected to manage direct reports, please indicate at what proficiency level you expect this role to demonstrate each **Leadership Competency**. This may be used in performance conversations and as a guide for staff development. You can find detailed descriptions of each Competency and Proficiency Levels [here](#).

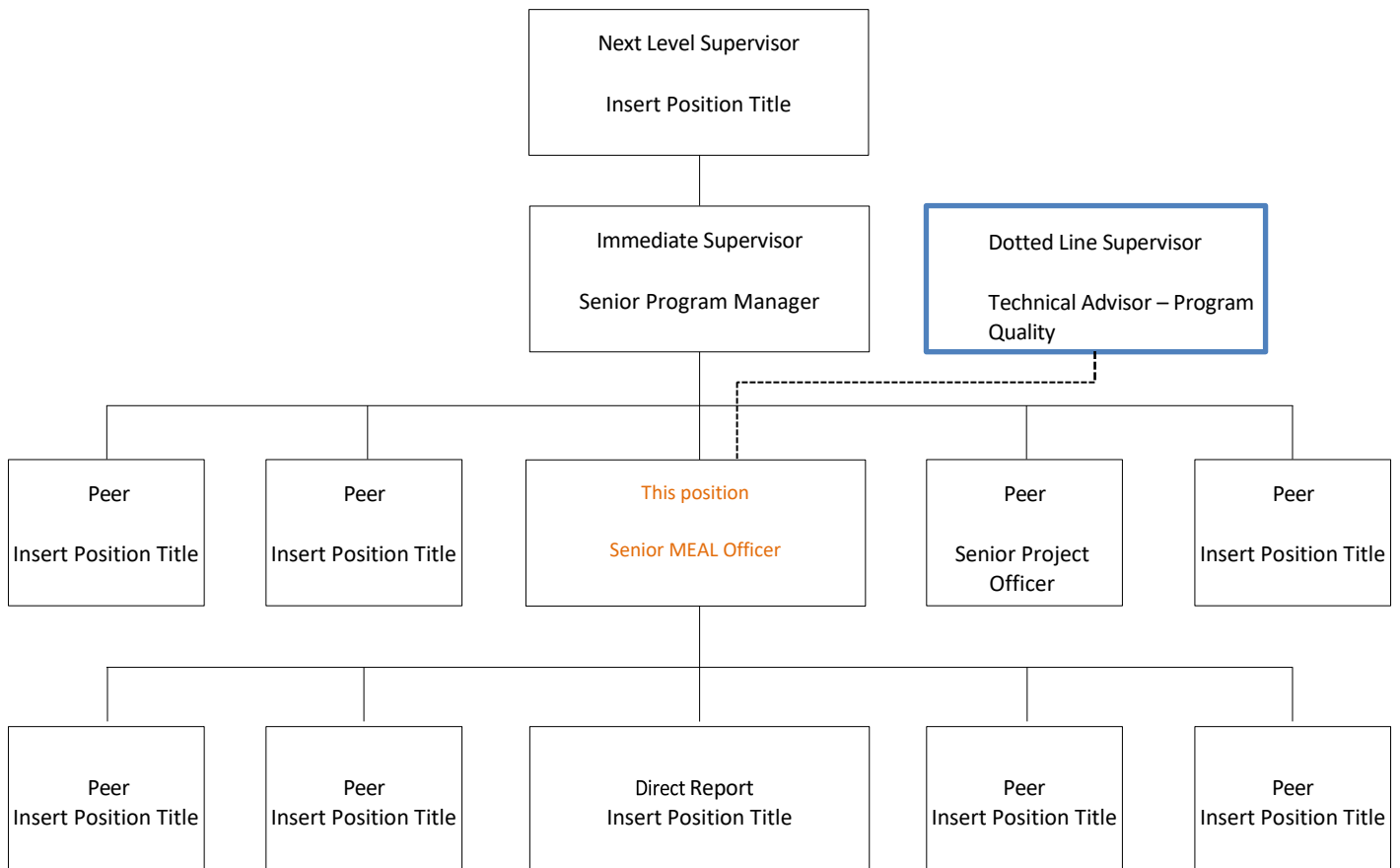
- **STRATEGIC LEADERSHIP & EXECUTION**
Applies vision to think beyond the immediate situation. Invests time in planning, discovery, and reflection. Ensures business goals are met by executing, monitoring, & adjusting.
- **PEOPLE LEADERSHIP**
Inspires, motivates, & empowers people to achieve organizational goals. Coaches, mentors, and manages employee experience, and employee performance. Creates space for others to lead.

C. Functional Competencies

Choose the **top 3 Functional Competencies** from CARE's Competency Library that this role must demonstrate to create the desired impact. There are many competencies that will fit the role, however, please think about the most essential skills needed for this employee to succeed in their role. This may be used in performance conversations and as a guide for staff development. You can find various job-specific Functional Competency Libraries [here](#). If you are unable to find a specific Competency that you consider essential, please contact your HR Business Partner.

Competencies	Proficiency Level
Technical Guidance and Monitoring	Level 2- Capable
Adaptive Management and Quality Assurance	Level 2- Capable
Strategy, Leadership, and Partnership	Level 2- Capable

Organization



Sign-off

Employee Name:

Employee Signature:

Date:

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Manager Name:

Manager Signature:

Date:

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