

Terms of Reference (ToR)

Consultant – MEAL and Reporting Specialist (CBPF Project, Haiti)

1. Consultancy Title

MEAL and Reporting Specialist – Country-Based Pooled Fund (CBPF) Project, Haiti

2. Consultancy Duration

Estimated duration: 6 months

Start date: As soon as possible

Duty station: Haiti (with travel to field locations)

Type of engagement: Short-term consultancy

3. Reporting Lines

Contractual reporting to: Consortium Manager (CBPF Project)

Technical reporting to: Senior Program Manager

Coordination with: Sector Leads, MEAL staff, and OCHA counterparts

4. Background

Plan International is implementing a humanitarian project funded by the Country-Based Pooled Fund (CBPF) in Haiti. Strong Monitoring, Evaluation, Accountability and Learning (MEAL) and Reporting systems are essential in this volatile context to meet donor requirements, ensure accountability to affected populations, and support adaptive management.

5. Purpose of the Consultancy

Provide technical expertise to design, implement, oversee, and report on all MEAL and reporting-related components of the CBPF project, ensuring compliance with donor requirements and Plan International MEAL standards.

6. Objectives of the Assignment

- a) Provide technical expertise to design, implement, oversee, and report on all MEAL and reporting-related components of the CBPF project, ensuring compliance with donor requirements and Plan International MEAL standards.

7. Scope of Work and Key Tasks

7.1 MEAL System Design & Setup

- Develop the project MEAL plan, indicators, tools, methodologies, and data flows.
- Ensure alignment with CBPF logframe and OCHA reporting templates.
- Establish digital data collection systems (Kobo, ODK, etc.).

7.2 Monitoring, Data Quality & Field Oversight

- Conduct and oversee monitoring missions.
- Implement Data Quality Assurance (DQA) protocols.
- Ensure disaggregated data collection and analysis.

7.3 Accountability to Affected Populations (AAP)

- Set up and manage feedback and complaint mechanisms.
- Produce monthly AAP reports and trend analyses.

7.4 Reporting Responsibilities

7.4.1 Donor Reporting (CBPF/OCHA)

- Draft all MEAL and reporting sections of CBPF Monthly and Final Reports.
- Provide indicator updates for the Indicator Tracking Table (ITT).
- Ensure reporting alignment with donor guidelines and evidence.

7.4.2 Internal Reporting

- Produce monthly MEAL dashboards and narrative reports.
- Provide data for internal risk management and strategic discussions.

7.4.3 Cluster/Coordination Reporting

- Prepare MEAL inputs for cluster/sector reporting and MEAL WG.
- Support OCHA coordination reporting and 5Ws.

7.4.4 Learning & Documentation

- Produce lessons learned reports, case studies, and evaluation summaries.

7.5 Evaluation & Learning

- Lead learning reviews and assessment processes.

7.6 Capacity Strengthening

- Train MEAL staff, data assistants, and implementing partners.

7.7 Representation & Coordination

- Participate in consortium MEAL coordination forums.

7.8 Ethics, Safeguarding & Risk Management

- Ensure ethical MEAL practices, informed consent, and safe data handling.

8. Deliverables

- MEAL Plan and Logframe
- Monitoring tools and SOPs
- Monthly MEAL and reporting dashboards and consolidation for all consortium members
- Updated ITT
- AAP feedback reports
- Monitoring mission report
- Field visit (at least 5 missions) reports
- Data Quality Assurance reports

- Lessons learned reports
- CBPF donor report MEAL sections (Interim and Final)
- Final consultancy report

9. Required Qualifications

Experience:

- 5–7 years MEAL experience in humanitarian settings.
- Strong reporting experience with CBPF, CERF, ECHO or similar donors.
- Experience in complex or high-risk environments.

Education:

- Degree in Development Studies, Statistics, Social Sciences or related field; Master's an asset.

Technical Skills:

- Strong qualitative and quantitative MEAL skills.
- Excellent reporting and analytical writing skills.
- Proficiency with digital data tools.
- Fluency in French and English.

10. Safeguarding and PSEA Requirements

The consultant must comply with all Plan International policies regarding safeguarding, PSEA, and ethical data handling.