

## **Call for Applications – MEAL CONSULTANT**

*Do you have experience in MEAL?*

*Are you passionate about taking an organisation to the next level?*

*Are you able to interact and coordinate with donors and strategic partners?*

*Are you keen to make a difference and support an international organisation that works closely with Human Rights Defenders (HRDs) around the world to protect their right to defend human rights?*

*If yes, this MEAL CONSULTANCY might be for you!*

*Please feel free to apply or forward this call to someone you know who may fit the profile.*

*We'll be pleased to hear from you and explore your fit in the organisation!*

**Job Title:** MEAL CONSULTANT

**Location:** Global Team - preferably Brussels or Belgium. Remote work from the EU or abroad possible (2 hours +/- to Belgium timezone) with easy access to Belgium.

**Duration:** 5 Months

**Starting date:** ASAP

**Line manager:** Head of Policy, Research and Training (PRTU)

### **About PI**

Protection International (PI)'s mission is to support human rights defenders (HRDs) and their collectives through preventive and comprehensive collective protection approaches. PI aims to foster resilience among HRDs, mitigate risks they face, and ensure their safety by holding duty bearers accountable and garnering support from key stakeholders. The organisation's vision is a world where fundamental human rights and freedoms are universally respected, and everyone can defend these rights without fear of threats or attacks. PI's history includes a significant decentralisation process that began in 2019, evolving from a centralised head office model to a network of Regional Hubs and Country Offices. This shift was aimed at creating more grounded and context-oriented decision-making, aligning with their grassroots approach to support HRDs effectively. Our geographical reach is global, with a focus on Europe, Africa, Asia, and Latin America.

### **Rationale**

PI aims to cultivate a culture of knowledge and learning within the organisation with the ability to capture our impacts on the ground and assess our progress towards our 5-year Global Strategy Framework and our Theory of Change. Currently, PI has had various ways in informally and formally identifying key performance indicators in order to measure our successes and to hold ourselves accountable internally, with our HRD partners, and to our supporters and donors. We are now moving towards embedding Monitoring, Evaluation, Accountability, and Learning (MEAL) culture in PI by formalising processes and tools in order to have a more systematic and organised way of programming, capturing impacts, and learning, while continuing to demonstrate accountability.

### **General Objective**

The MEAL Consultant shall be an expert responsible for the development and design of PI's MEAL Framework based on the Global Strategy Framework 2024-2028 and initially established key performance indicators (KPIs). Consequently, s/he has the remit to develop systems and tools applicable across regions and country offices, and to pilot the implementation of PI's Global Strategy MEAL Framework globally.

The MEAL Consultant will provide senior level guidance and expertise to ensure that quality benchmarks are adopted for programme implementation. S/he will also design a tailor-made documentation strategy for impact stories, reports, and best practices shared between offices, partners and with key stakeholders. S/he will set the basis for a culture of knowledge and learning, and will support efforts to elevate programme quality, performance and accountability, and in measuring our impact.

The MEAL Consultant will coordinate and report to the Head of Policy, Research and Training Unit (PRTU). S/he will work closely and collaboratively with Heads of Offices (HoOs), the Global Management Team (GMT), the programme coordinators and officers across offices.

While regional and country teams retain primary responsibility for defining, managing and using learning and evaluation results, the MEAL Consultant plays a key role in strengthening knowledge and systems -- providing expertise, coaching, and leadership to help compile these results into an organisation-wide learning portfolio.

### **Specific Objectives**

- Establishing a strong system to measure the implementation and impact of PI's Global Strategy 2024-2028, as well as our effectiveness in the implementation of our re-granting, encouraging a culture of learning and improvement, and setting a solid foundation for PI programming
- Designing a MEAL framework that can be implemented at the country level, with training for teams highlighting key considerations and how to generate/ use info.
- Training staff upon MEAL framework and Toolkit
- Ensuring that regranting also includes MEAL in the work as a streamlined approach

### **Key Responsibilities**

#### **1. Design PI's Global MEAL Framework**

- In collaboration with PI teams, align MEAL systems with PI's 2024–2028 Global Strategy Framework (GSF) and revise, review and refine pre-established KPIs.
- lead a process of review and revision to ensure PI monitors and evaluates the impact and success of our work in relation to the GS'
- Develop a dedicated MEAL framework to monitor and evaluate the impact of partnership-building interventions focused on capacity-strengthening, re-granting and country-based accompaniment work initiatives around protection and promotion of enabling environments to defend human rights.

#### **2. Develop MEAL Systems and Tools**

- Create standardised templates, reporting formats, and data collection tools for consistent application – and guidance documents and sample tools for data collection, surveys, etc..
- Ensure tools are user-friendly and adaptable to various regional contexts.
- For the work on re-granting, establishing indicators and other monitoring tools to ensure learning is properly embedded in the re-granting programme and it is contributing to achieving PI's objectives.

#### **3. Implementation of the MEAL Framework**

- Prepare implementation through training, coaching, and technical assistance of teams before —and during initial phase of-- roll-out.

#### **4. Establish Quality Benchmarks and Learning Processes**

- Initiate systems for real-time feedback, learning, and adaptive management.

#### **5. Design Documentation and Knowledge-Sharing Strategy**

- Develop formats and workflows for capturing and sharing impact stories, challenges, lessons learned, evaluation results, and good practices, Also data for infographics, and information sharing both for internal and external communications.
- Facilitate cross-office exchange and learning among PI offices.
- For the work on partnership building, design mechanisms for capturing, synthesising, and sharing lessons, good practices, and impact stories from partners' work.

#### **6. Embed Organisational Learning in the MEAL System**

- Integrate a structured internal learning agenda into the MEAL framework to ensure that learning is systematic and continuous.
- Promote active staff engagement with MEAL systems by providing tailored guidance, mentorship, and

opportunities for reflection.

- For grantmaking, ensure that outcome data from partners is systematically used to assess the effectiveness of our funding initiatives, inform advocacy efforts, and support continuous improvement in programme and grantmaking strategies.
  - Ensuring that regranteeing also includes MEAL in the work as a streamlined approach
- 7. Coordinate with Leadership and Regional/Country Teams**
- Ensure alignment with GMT and regional/country teams through regular consultations and updates.
  - Provide strategic MEAL inputs to ongoing programme planning and decision-making processes.

## **Deliverables**

- 1. Draft PI Global MEAL Framework**
  - Framework document aligned to 2024–2028 strategy with theory of change, indicators, and reporting structure. This includes PI’s work on re-granteeing and measurement of our effectiveness.
- 2. Standardised MEAL Toolkit**
  - Includes templates for baseline, midline, endline assessments, reporting formats, data collection tools, and storytelling principles applicable to MEAL.
- 3. MEAL Orientation/Training Materials**
  - Training package (and its delivery) for regional and country teams on the use of new MEAL tools and processes. The training package will be uploaded in PI’s internal learning management system (LERNI)
  - Deliver training to PI staff upon the MEAL Framework and Toolkit
- 4. Monthly Progress Reports to Head of PRTU and GMT**
  - Regular written updates on milestones, activities completed, challenges, and next steps.
- 5. Final report**
  - Final report indicating main achievements, advice and next steps within the MEAL integration for the organization

## **Requirements**

<b>EDUCATION</b>	<b>Required</b>	<b>Preferred</b>
A relevant degree – preferably a Masters’ degree – in Social Sciences (political science, sociology, international relations, anthropology), educational sciences and similar fields. A demonstrable focus on human rights is desirable.	x	
Trainings and/or courses on MEAL through formal or informal education.	x	
<b>EXPERIENCE</b>	<b>Required</b>	<b>Preferred</b>
Previous work experience: minimum 8 years of proven and comprehensive experience in participatory assessments, MEAL, and reporting.	x	
Delivered high quality design and guidelines for a MEAL Framework.	x	
Designed and/or implemented a MEAL Framework based on an organisation’s context and needs.	x	
Experience with surveys, mobile data collection, data based design and administration are assets.	x	
Demonstrated understanding and sensitivity towards (contextual knowledge) HRD’s realities, local issues, community priorities, social and cultural constraints.	x	
Experience in the implementation of feedback mechanisms and beneficiary complaint.		x
<b>KNOWLEDGE &amp; SKILLS</b>	<b>Required</b>	<b>Preferred</b>
Skills in implementation of quantitative and qualitative surveys including data collection, training, supervision, sampling, analysis and sharing results (visualisation).	x	

Ability to analyse, report, and summarise complex concepts into clear and concise materials.	x	
Demonstrable capacity to communicate clearly and effectively, both orally and in writing in English to a wide range of – expert and non-expert – audiences.	x	
Full competence of tools for collection, data management, statistical analysis, and development of tools (e.g. templates, apps)	x	
Able to work in teams as well as to take initiative and work autonomously.	x	
Training and facilitation skills.	x	
Able to work in teams as well as to take initiative and work autonomously.	x	
Excellent analytical and organizational skills.	x	
<b>LANGUAGES</b>	<b>Required</b>	<b>Preferred</b>
Fluency in English, both written and oral, is essential	x	
Capacity to work and communicate (orally and in written) in other regional languages, as well as Spanish, and/or French, plus other working languages of PI is an asset.		x

### Venue and Timeframe

The consultancy is expected to begin in July 2025 and end on 12 December 2025.

The preferred location for this consultancy is near Brussels, or in Belgium. However, the work may be conducted remotely, with occasional in-person meetings as needed with the team in Brussels.

The proposal should also include provision for travel to up to two country offices during the consultancy period.

### What we offer

- The possibility to gain first-hand experience and knowledge on strategies to support human rights defenders and grassroots movements globally – and to contribute to these strategies.
- An open, friendly and multicultural work environment.
- Respect for autonomy, room for creativity, innovation, and learning.
- A people focused and collaborative way of working both within the unit the post sits under and with other teams.
- A consultancy contract.

### Application process

If you meet the above skills and requirements and are interested in applying for this position, please:

- Send your CV (without picture) and cover letter, in English, by 13<sup>th</sup> July 2025 to [recruitment@protectioninternational.org](mailto:recruitment@protectioninternational.org), mentioning “MEAL Consultant” in the subject line.
- Send your **technical and financial proposal** for this consultancy contract.
- Include your name in the file name of your application documents, e.g. Mary\_Smith\_CV.docx.

Later in the process professional references will be requested. The position is subject to background checks, and the final candidate will be required to acknowledge, understand and sign the Protection International Internal Policies such as Code of Conduct and Conflict of Interest.

Applications will be reviewed on a rolling basis and the position might remain posted until a qualified candidate is selected. We thank all candidates for their interest and we will aim to send feedback as much as we can, however, with the high volume of responses and our internal capacities, we may only be able to contact short-listed candidates.

For further information about the role, please contact [recruitment@protectioninternational.org](mailto:recruitment@protectioninternational.org).

**Protection International is an equal opportunity employer.** The organization shall not discriminate and will proactively apply affirmative action principles against discrimination in advertisements, recruitment and other conditions of our search for candidates, preventing discrimination against any candidate on the basis of race, colour, gender, national origin, age, religion, creed, disability, sexual orientation, gender identity or expression.

Adhering to Protection International means to comply with our Code of Conduct & Ethics, Anti-Corruption Policy, Security Policy, Conflict of Interest Policy, Child Safeguarding Policy, Policy for Protection from Harassment, Abuse, Exploitation & Discrimination.

**Protection International's values are:**

- **Solidarity / Collaboration:** We are committed to stand with HRDs and their struggle to strive for worldwide solidarity that goes beyond borders and identities.
- **Grassroots ethos:** We are committed to identify the needs of HRDs and their communities, to adapt to their realities (cultural, historical, economic, etc.), to value their work and to support their initiatives.
- **Commitment to human rights:** We believe that the respect of human rights will contribute to a more just global society, where everybody has the right to defend human rights and fundamental freedoms without discrimination based on their identity, nor fear of threats and attacks.
- **Participatory decision-making:** We promote the respect and participation of everyone in the decision-making process, and value collaborative decision-making processes. We are committed to horizontal and active listening - recognising the value in diversity of skills and ideas.
- **Accountability and integrity:** We are committed to share with others (both internally and externally), what we do, as an exercise of transparency that reflects a reliable and credible organisation, fostering trust amongst our partners. We maintain a zero tolerance policy on corruption.
- **Creativity / learning:** We are committed to reflecting on our individual and collective practices; learning from our mistakes; being open to new ideas and ways of working; sharing internally in order to learn; innovating and improving our level of understanding; and putting into practice and sharing externally in order to contribute to the work of others.

**Additional Information:** Further information about Protection International is available on [www.protectioninternational.org](http://www.protectioninternational.org).