

Position Title: Monitoring and Evaluation (M&E) Manager

Organization: Charity Fund “Voice of Generations”

Location: Odesa (with regular travel to Mykolaiv and Kherson)

Reports to: NGO Director

Contract Duration: 6 months (with possibility of extension depending on funding)

Position Summary:

The Monitoring and Evaluation (M&E) Manager will lead the development and implementation of the Monitoring, Evaluation, Accountability, and Learning (MEAL) framework for the GIZ-funded project. The manager will establish robust systems for project performance tracking, data collection, feedback management, and quality assurance. This role includes oversight of the Complaint and Feedback Mechanism (CFM), design and execution of surveys (baseline, endline, satisfaction), data analysis, and reporting. The M&E Manager will ensure that the program is implemented in alignment with donor requirements, internal accountability standards, and humanitarian principles.

Key Responsibilities:

Monitoring and Evaluation System Development:

- Design and implement the M&E framework and data collection tools to monitor project outputs, outcomes, and impacts.
- Develop a clear M&E plan with indicators, means of verification, and data sources based on the project's logical framework and GIZ reporting requirements.
- Ensure integration of gender, age, disability, and vulnerability-disaggregated data into the M&E system.

Data Collection and Analysis:

- Lead the design and implementation of baseline, endline, and satisfaction surveys.
- Draft questionnaires and sampling strategies in collaboration with programming teams.
- Conduct data cleaning, validation, and analysis to generate actionable insights.
- Produce regular data visualization reports (charts, graphs, maps, infographics) to inform decision-making.

Complaint Response and Feedback Mechanism (CRMs - CFM):

- Design, launch, and manage an accessible and transparent CRM - CFM across the 3 oblasts.

- Ensure that all complaints, suggestions, and feedback from beneficiaries are logged, responded to, and analyzed in a confidential and timely manner.
- Integrate lessons learned from CRM - CFM into project implementation and planning.

Reporting:

- Prepare timely and high-quality M&E reports for the Senior Management Team.
- Provide content and data for donor reports, success stories, presentations, and learning briefs.
- Support field teams with data and evidence to improve quality and impact of activities.

Team Management & Coordination:

- Supervise and support the M&E Officer based in Kherson, including performance reviews and field visits.
- Train project staff on data collection tools, M&E procedures, and accountability approaches.
- Participate in coordination and reflection meetings with program, logistics, and protection teams.

Qualifications & Experience:

- University degree in Social Sciences, Statistics, Development Studies, or a related field.
- Minimum 2 years of experience in M&E roles.
- Strong knowledge of MEAL principles, indicator tracking, logical frameworks, and feedback systems.
- Experience working with GIZ or other donor-funded projects is an asset.
- Excellent analytical, communication, and reporting skills (including visual reporting).
- Fluency in Ukrainian required; English is an asset.
- Willingness to travel regularly to Mykolaiv and Kherson is security protocols allow.