
Position Description

Vacancy Title: **MEAL Advisor**

Location:

Reports To: **None**

Objective

To lead monitoring, evaluation, accountability and learning across PDF's strategic priorities so planning, programme delivery and reporting draw on reliable evidence and member feedback. The role maintains the organisational monitoring, evaluation and learning framework, assures data and report quality, coordinates evaluations and strengthens member Organisations of Persons with Disabilities (OPDs) in measuring results. It supports managers to design measurable programmes, assess progress and apply learning to improve disability inclusion and organisational effectiveness. Reporting to Senior Manager Influence, Advocacy & Enablement.

Outcomes

Organisational Stakeholders

1. Strategic MEL Framework and Indicators

PDF maintains a consistent monitoring, evaluation and learning framework which links programme results to strategic priorities and supports accurate measurement of progress.

- Review and update the framework to reflect approved strategic priorities, programme commitments and reporting requirements.
- Define indicators, baselines, targets, data sources and measurement methods.
- Establish clear responsibilities and schedules for data collection, validation and reporting.
- Develop practical tools and guidance for consistent use across programmes.
- Integrate accessible member and participant feedback into monitoring processes.
- Identify measurement gaps and recommend improvements to the reporting manage

2. Data Quality and Donor Performance Reporting

PDF produces accurate, complete and timely performance reports supported by verified data and traceable evidence.

- Review submitted data for accuracy, completeness, consistency and supporting documentation.
- Check calculations, indicator results and reported achievements against source records.
- Coordinate corrections with responsible staff and maintain records of resolved discrepancies.
- Review donor reports against agreed indicators, reporting periods and submission requirements.
- Distinguish completed activities from demonstrated outcomes and explain evidence limitations.
- Protect confidential information and escalate unresolved data quality or reporting concerns.

3. Evaluations and Organisational Learning Reviews

Evaluations and learning reviews provide credible findings and practical recommendations to improve programme delivery and organisational decisions.

- Develop evaluation plans, questions, methods and terms of reference.
- Coordinate evaluation schedules, stakeholder consultations and access to relevant evidence.
- Support accessible participation by persons with disabilities and underrepresented groups.
- Review findings for evidence quality, relevance and consistency with the evaluation scope.
- Facilitate discussions on lessons, implementation challenges and improvement options.
- Record agreed responses, assign follow-up responsibilities and monitor action completion.

4. OPD MEL Capacity Development

Member OPDs apply practical monitoring, evaluation and learning methods to track their work, report results and improve delivery.

- Assess member needs in planning, data collection, analysis and reporting.
- Develop accessible training materials, templates and guidance suited to OPD resources and local contexts.
- Support members in defining indicators, baselines, targets and evidence sources.
- Provide coaching on collecting and interpreting quantitative and qualitative information.
- Guide members on consent, confidentiality and responsible data handling.
- Review application of learning and provide follow-up support where gaps persist.

5. Results Frameworks and Project Design

PDF programme and project designs include clear intended results, realistic measures and workable monitoring arrangements.

- Advise managers on results frameworks and the links between activities, outputs and outcomes.
- Review objectives and indicators for clarity, relevance and measurability.
- Identify assumptions, delivery risks and evidence needed to assess progress.
- Recommend baseline assessments and appropriate data collection methods.
- Support budgets and workplans which provide adequate resources for monitoring, evaluation and learning.
- Review proposals for consistency between planned activities, expected results and donor requirements.

6. Outcome Evidence, Learning Actions and Impact Stories

PDF maintains verified evidence of outcomes and uses documented learning and participant experiences to improve practice and communicate results.

- Maintain organised records of outcome evidence, evaluation findings and learning actions.
- Gather feedback from members and participants through accessible channels.
- Document changes experienced by persons with disabilities and PDF's contribution to those changes.
- Prepare evidence-based impact stories with informed consent and appropriate privacy safeguards.
- Track agreed learning actions, responsible persons, deadlines and completion evidence.
- Analyse recurring findings and advise managers on adjustments to programmes, planning and advocacy.

Responsibilities - Key Competencies

Competence	Description
Business	
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
People	
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Humanities / Social Science, Statistics/ Mathematics/ Research	

Work Knowledge and Experience

Relevant qualification or equivalent demonstrated experience in influence, advocacy & enablement and the technical requirements of the role.

Demonstrated experience planning, delivering and reporting work with multiple stakeholders.

Understanding of the CRPD, disability rights, accessibility, safeguarding and Pacific regional context.

Strong written reporting, digital literacy, information management and professional judgement.

For supervisory or specialist roles, demonstrated technical leadership and management of delivery risks.

Requirements

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Senior Manager Influence, Advocacy & Enablement; colleagues across all three strategic priorities; CEO and Board through approved channels	
External		

Type	Interaction	Comments
	PDF member OPDs, regional partners, governments, donors, consultants and service providers as relevant to the role	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.

Interpersonal Styles

Perceptive	Shows keen insight and understanding of issues or situations.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Flexible / Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

Contact Name: Elizabeth Cama

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Further Contact Information: --

Closing Date: 01 Nov 2026