Job Title: Monitoring, Evaluation, Accountability and Learning (MEAL) Officer
Location: Lilongwe, Malawi
Reporting to: Programmes Manager
Type of Contract: Full-time
Application Deadline: 6th January 2026

About HarvestGlow

HarvestGlow is a community-centered organization legally registered by the Government of Malawi working to advance agroecology, climate-smart agriculture, food sovereignty, water access, and resilient livelihoods. We partner with smallholder farmers, community institutions, networks, and development actors to promote sustainable food systems and climate resilience in Malawi and the wider region. Through partnerships, grants, and collaborative initiatives, HarvestGlow supports communities to thrive while protecting natural ecosystems for future generations.

About the Monitoring, Evaluation, Accountability and Learning (MEAL) Function

The MEAL function at HarvestGlow ensures that programs and projects are evidence-based, results-oriented, and accountable to communities, donors, and partners. The function supports the full program cycle through data collection, analysis, learning, reporting, and feedback mechanisms to improve impact, transparency, and adaptive management.

Purpose of the Role

The MEAL Officer is responsible for designing, implementing, and strengthening monitoring, evaluation, accountability, and learning systems across HarvestGlow's programs. The role ensures high-quality data generation, supports evidence-based decision-making, strengthens accountability to communities and donors, and promotes organizational learning and continuous improvement.

Main Responsibilities

1. Monitoring and Evaluation (40%)

• Develop and implement project-specific and organizational M&E frameworks, results frameworks, and indicators aligned with donor requirements and HarvestGlow's strategy.
• Support baseline, midline, endline, and routine monitoring activities across projects.
• Coordinate data collection processes, including field monitoring visits, surveys, and assessments.
• Ensure data quality through regular verification, validation, and spot checks.
• Track progress against outputs, outcomes, and targets, highlighting achievements, gaps, and risks.

• Maintain accurate and up-to-date M&E databases and indicator tracking tools.
• Support program teams to use data for adaptive management and improved implementation.

2. Accountability and Community Feedback (20%)

• Support the establishment and management of accountability and feedback mechanisms for communities and stakeholders.
• Ensure community feedback, complaints, and suggestions are documented, analyzed, and addressed in a timely manner.
• Promote participatory approaches that center community voices, inclusion, and safeguarding.
• Support safeguarding monitoring and reporting in line with organizational policies and donor requirements.
• Contribute to strengthening transparency and trust with project participants and partners.

3. Reporting and Learning (20%)

• Support preparation of high-quality donor reports by providing accurate results data, analysis, and learning insights.
• Contribute to organizational learning products, including case studies, lessons learned briefs, and impact stories.
• Facilitate reflection sessions, learning reviews, and after-action reviews with staff and partners.
• Document best practices, innovations, and challenges to inform future programming.
• Support evidence generation for communications, fundraising, and strategic planning.

4. Systems Development and Capacity Building (20%)

• Support continuous improvement of HarvestGlow's MEAL systems, tools, and guidelines.
• Contribute to the development and updating of MEAL manuals, data collection tools, and templates.
• Support training and mentoring of staff and partners on MEAL concepts, tools, and data use.
• Promote a culture of learning, accountability, and results-based management across the organization.
• Support integration of MEAL systems with grants management, finance, and program operations.

Position Requirements

Education and Experience

• Advanced University degree in Monitoring and Evaluation, Statistics, Social Sciences, Development Studies, Agriculture, or a related field.
• Minimum of 5-6 years relevant experience in monitoring, evaluation, learning, or results-based management.
• Experience working on donor-funded projects, preferably in agriculture, climate change, livelihoods, or community development.
• Experience working with NGOs, community-based organizations, or development programs is highly desirable.

Skills and Competencies

• Strong analytical, data management, and reporting skills.
• Experience with quantitative and qualitative data collection methods.
• Proficiency in data analysis and visualization tools (PowerBi, STATA, R).
• Ability to translate data into clear insights for decision-making.
• Excellent written and verbal communication skills.
• Strong organizational skills and ability to manage multiple tasks and deadlines.
• High attention to detail, integrity, and commitment to accountability and learning.

Language and Values

• Excellent written and spoken English required; knowledge of local languages is an advantage.
• Strong commitment to HarvestGlow's mission, values, and safeguarding principles.

How to Apply

Interested candidates should submit:
• A detailed Curriculum Vitae (CV)
• A cover letter explaining their suitability for the role

Applications should be sent to **info@harvestglow.org** and **harvestglow2020@gmail.com** by **6th January 2026**, with the email subject headline:
MEAL Officer – NAME

Please note that only shortlisted candidates will be acknowledged. **No phone inquiries will be accepted.**

HarvestGlow is committed to safeguarding and promoting the welfare of communities and vulnerable groups. All staff are expected to uphold the highest standards of integrity, accountability, and ethical conduct.