



Terms of Reference (ToR)

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

Location: Aleppo, Syria

Contract Type: Full-time

Duration: 6 months (renewable based on performance and funding)

Application Deadline: 10/07/2025

About Field Ready for Humanitarian Innovation

Field Ready for Humanitarian Innovation is a registered Syrian non-profit organization with a mission to **Innovate, Empower, Impact**. We specialize in developing locally made, sustainable solutions to humanitarian and development challenges in Syria. Our work emphasizes innovation, local production, capacity building, and resilience, with a strong focus on inclusive community engagement in post-conflict contexts such as Aleppo.

Position Overview

We are seeking a qualified and detail-oriented **M&E Coordinator** to support the planning, implementation, and reporting of our projects in Syria. The ideal candidate will be responsible for developing and applying monitoring tools, analyzing project data, and ensuring compliance with donor reporting requirements. The M&E Coordinator will play a critical role in learning, accountability, and adaptive project management.

Key Responsibilities

- Develop and implement M&E plans, frameworks, and tools for ongoing projects.
- Ensure collection, verification, and analysis of quantitative and qualitative data.
- Coordinate baseline, midline, and endline assessments and contribute to needs assessments and evaluations.
- Maintain a project database and track progress against indicators and targets.
- Support project teams with data-driven decision-making and learning processes.
- Prepare high-quality M&E reports, dashboards, and case studies for internal and donor use.
- Ensure timely submission of donor M&E deliverables in coordination with the project team.
- Train and guide staff on data collection, management, and quality assurance.
- Contribute to designing and implementing feedback and complaint mechanisms in line with accountability standards.

Required Qualifications and Experience

- Bachelor's degree in Social Sciences, Statistics, Development Studies, Engineering, or a related field (Master's preferred).
- Minimum 4–5 years of M&E experience in humanitarian or development projects.
- Solid knowledge of project cycle management, logframes, indicators, and data analysis.
- Proficiency in MS Excel, Google Sheets, KoboToolbox, and data visualization tools (e.g., Power BI, Tableau).
- Experience with qualitative and quantitative research methods and tools.



- Strong reporting skills and experience working with donor-funded projects.
- Excellent command of English and Arabic (both written and spoken).
- Strong organizational and interpersonal skills; ability to work independently and in teams.

How to Apply

Interested candidates are invited to apply by clicking the link below and submitting the required documents:

<https://fieldready.org.tr/index.php/job-opportunity-monitoring-and-evaluation-me-coordinator-aleppo-syria/>

Only shortlisted candidates will be contacted. Field Ready for Humanitarian Innovation is an equal opportunity employer. We strongly encourage applications from qualified women and individuals with disabilities.