Terms of Reference / Job Description

Position:	MERL Lead
Report to:	Program Manager
Location:	Port Moresby

Background for the Position

Caritas PNG is the Justice, Peace, Relief and Development Agency of the Catholic Bishops Conference of PNG and Solomon Islands. Its mission is that all staff and volunteers will demonstrate and promote the love and life of God's Kingdom by serving and defending the poor and vulnerable; and, promoting a commitment to compassion and justice.

Caritas PNG is also one of 162 member organisations of the Caritas Internationalis Confederation, which operates in over 200 countries and territories.

The following are some current and proposed programs of the organisation:

- Community level integral human development interventions
- Peace building and conflict resolution
- Food and water security
- Building community resilience to disasters
- Warehousing / prepositioning of emergency relief supplies
- Advocacy and research
- Institutional strengthening
- Lenten appeal fundraising

The Monitoring, Evaluation, Research and Learning (MERL) Lead strengthens organisational accountability and evidence-based decision-making, driving rigorous data management, impact evaluation, and continuous learning across all Caritas programs. This role ensures that all Caritas PNG interventions are measurable, adaptive, and grounded in reliable community evidence by establishing robust MERL frameworks, data quality systems, and partner capacity building in line with the CPNG Strategic Plan.

Job Duties

MERL Development

- Develop and implement the organisational and program-based MERL frameworks in collaboration with the programs team.
- Develop and keep track of overall framework for mid-term reviews, impact assessments and final evaluations.
- Develop and implement MERL capacity building plan including training of the programs team and program partners.

Data Collection and Management

- Develop, implement and maintain a MERL database or IMS.
- Develop performance monitoring plan with relevant data collection tools.
- Perform data quality assessments and checks for existing datasets, collection methods and tools used for performance and impact evaluation.
- Manage data collection and analytics tools such as Kobo Survey and Power BI.
- Review baseline data and indicators for each program and update where necessary.
- Identify lessons learned and develop case studies to capture qualitative outputs of programs.

Reporting

- Consolidate all work plans and regularly update in accordance with activities and timeframes in consultation with the Program Manager.

- Support program progress reporting, mid-term review and final evaluation in consultation with the Program Manager.
- Provide advice to the management and programs team on improving performance using the monitoring and evaluation findings.

General

- Contribute to strategic planning, annual work planning, and reporting cycles.
- Perform other duties as assigned by the National Director.

Job Requirements

The MERL Lead is required to carry out his/her duties in accordance with the safeguarding policy including remaining alert to and reporting any concerns of sexual exploitation, abuse and harassment; and child exploitation and abuse and implementing the safeguarding policy in his/her area of work.

Contract Period

The length of the contract is two years and renewable, subject to mutual agreement.

The Job Description will be reviewed every six months or annually.

Working Conditions, and Travel

The MERL Lead shall work a total of 40 hours per week from 8:00am – 4:30pm, Monday to Friday. However, due to demands of the position, flexibility to meet certain requirements and deadlines will be necessary. The role will require some travel.

Required Qualifications, Experience and Attributes

Qualifications

- University degree in Statistics, Demographics, Public Policy, International Development, Social Science, or a related discipline.

Experience and Attributes

- Minimum of three years professional experience in monitoring, evaluation, research, and learning, preferably in a Church or NGO environment.
- Good knowledge, skills, and experience in designing, implementing, and managing organisational and program-based MERL frameworks.
- Good knowledge, skills, and experience in strategic planning, work plan consolidation, and performance measurement.
- Good knowledge, skills, and experience in evaluation, qualitative/quantitative data collection, and analysis methodologies and tools.
- Demonstrated hands-on proficiency in digital data collection and analytics platforms, specifically KoboToolbox (Kobo Survey), Power BI, and Information Management Systems (IMS).
- Demonstrated skills and experience in planning and managing baselines, surveys, case studies, or research.
- Demonstrated experience with data quality assessments and oversight.
- Ability to work independently with minimum supervision, and at times under pressure to meet deadlines.
- Experience and skills in facilitation and training of program teams and diocesan/community partners.
- Excellent interpersonal skills and ability to communicate with a diverse set of stakeholders.
- Sound judgment, integrity, tact, and discretion in dealing with stakeholders.
- Excellent communication in English (written and oral), with fluency in Tok Pisin.
- Highly computer literate in MS Office Suite (Outlook 360, Word, Excel, PowerPoint, Teams).
- Ability to mentor, delegate appropriately, and provide guidance to subordinates.

Desirable

- Good level of understanding of project management and the institutional donor environment.
- Experience working in a Church or NGO setting in Papua New Guinea.
- Commitment to the principles and values of Caritas and the Catholic Church.

Caritas is committed to protecting those who work for us and those whom we work with from harm. This includes having zero tolerance to sexual exploitation, abuse and harassment; and child exploitation and abuse. Caritas expects that those who work for us do not use violence against women, children, or vulnerable adults.

The MERL Lead will be required to read, sign, and adhere to the Caritas Code of Conduct and sign a self-declaration relating to his/her relevant criminal history as part of the recruitment and ongoing employment. The MERL Lead may also be required to complete a police check.

Applications must include a cover letter and resume indicating education, employment history and at least two referees. Email your applications to: cbchr@catholic.org.pg (cc: director@caritas.org.pg) no later than 7th December 2026.

Only shortlisted candidates will be contacted.