

Healthy Caribbean Coalition (HCC) Consultancy Advert

6 October 2026

HCC Strategic Plan Monitoring, Evaluation and Learning (MEL) Framework Consultant

Short-Term Consultant | 12-Day Consultancy

Join the Healthy Caribbean Coalition

The Healthy Caribbean Coalition (HCC) is a Caribbean alliance of civil society organisations whose mission is to harness the power of civil society - in collaboration with key national, regional and global partners - to galvanise bold action for NCD prevention and care in the Caribbean, leaving no one behind.

HCC is seeking an experienced Monitoring, Evaluation and Learning (MEL) Consultant to develop a practical MEL Framework to support implementation of the HCC Strategic Plan 2025-2030. The Framework will support HCC to track organisational progress and results, situate its projects and programmes within the broader strategic framework, and strengthen learning, accountability and decision-making for the remainder of the strategic period.

I. Why Join the HCC

- Join a committed, collaborative, mission-driven team.
- Make a meaningful contribution to improving health across the Caribbean.
- Work with leading regional and international partners.
- Enjoy flexible, remote working arrangements.
- Grow professionally while supporting meaningful national and regional impact.

II. The Role

The Consultant will develop a simple and practical MEL Framework aligned with the structure, priorities and intended results of the HCC Strategic Plan 2025-2030. The Framework should be proportionate to HCC's size, capacity and operating model and prioritise practical, streamlined approaches that can be integrated into existing organisational planning and reporting processes.

III. Key Responsibilities

- Review the HCC Strategic Plan 2025-2030 and relevant organisational, structural, personnel, programme, planning and reporting documents.
- Review existing monitoring, reporting and planning practices and identify available baseline information relevant to the Strategic Plan.
- Develop a simple and practical MEL Framework, including strategic indicators or measures of progress, baselines, targets or milestones, data sources, monitoring tools and processes,

responsibilities and reporting arrangements, as well as a high-level mechanism for situating HCC's projects and programmes within the Strategic Plan and demonstrating their contribution to HCC's strategic results.

- Present the Draft MEL Framework to the HCC team, facilitate consultation and revise the Framework based on agreed feedback.
- Finalise the MEL Framework and all associated monitoring, mapping and reporting tools and templates.

IV. Qualifications and Experience

- Advanced degree or equivalent professional experience in monitoring and evaluation, public health, international development, organisational development or a related field.
- Demonstrated experience developing practical monitoring, evaluation and learning frameworks, including indicators, baselines, targets, data sources and reporting arrangements.
- Experience working with strategic plans, organisational performance frameworks and/or multi-project portfolios.
- Strong analytical, facilitation and report-writing skills.
- Experience working with civil society organisations, regional institutions and/or public health programmes in the Caribbean would be an asset.

V. Contract Details

- Position: HCC Strategic Plan Monitoring, Evaluation and Learning (MEL) Framework Consultant
- Engagement: Short-Term Consultant
- Duration: 12 days
- Contract Period: 1 November - 15 December 2026 (*Flexible - TBC*)
- Reporting: HCC Executive Director
- Location: Remote

VI. How to Apply

Interested candidates should submit:

- A cover letter outlining their suitability for the consultancy.
- A current curriculum vitae (CV).
- Contact details for three professional referees.

Applications should be emailed to HCC at apply@healthycaribbean.org with the following subject: *HCC MEL Framework Consultant Application – [INSERT FULL NAME]*.

Applications from suitably qualified candidates from across the Caribbean are strongly encouraged.

Deadline for submission of applications is **23 October 2026**.