***The following provides guidance on development of role profiles. This guidance should be used when completing the template. (Please use font Gill Sans MT size 11)***

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| **TITLE:**  MEAL Officer | | |
| **TEAM/PROGRAMME:** MEAL/ Program Development and Quality (PDQ) | **LOCATION: KUMO** | |
| **GRADE**: 4 Medium | **CONTRACT LENGTH:** Fixed Term (1 year), possible extension | |
| **CHILD SAFEGUARDING:**  Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | | |
| **SCOPE OF ROLE:**  The MEAL Officer provides technical hands-on support and leads on specific MEAL activities for the Kumo South Kordofan State/Nuba Mountains office’s implementation of the NMFA, |ECW projects. This includes designing project M&E, Accountability and Learning Plans; conducting and supporting evaluation studies, designing project monitoring tools, supporting effective monitoring of project outputs; capturing project results; and contributing to SCI annual monitoring and reporting. The position also supports effective accountability systems, including beneficiary complaints and response systems; and will contribute to project and organisational learning processes.  In line with SCI Sudan’s MEAL approaches, the MEAL Officer is responsible for ensuring all MEAL processes are gender-sensitive, and are participatory, including capturing the voice of children. The role includes providing direct, hands-on support for project and program. The MEAL Officer is expected to work in close collaboration with project staff.  In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. | | |
| **Reports to:** Hub MEAL Manager and doted to PMU MEAL and Knowladge Manager  **Staff reporting to this post:** None  **Budget Responsibilities:** None  **Role Dimensions:** Save the Children International in Sudan is working across Sudan e.g. Khartoum, South,West and  North Kordofan, North, West & Central Darfur States, and the Red Sea State in Sudan. Our thematic coverage includes child rights governance, child protection, education, health, nutrition, WASH, livelihoods, and humanitarian emergencies. We maintain diversified sources of funding including SIDA, OFDA, DFATD, GSK, EC/ECHO etc.  This is a challenging role in a complex environment. It requires a dedicated, experienced and highly motivated individual who can manage the difficulties of living and working in such an environment and still be fundamental in helping to drive forward our programmes and our ambitions. | | |
| **KEY AREAS OF ACCOUNTABILITY:**   * Continuous development and maintenance of Monitoring, Evaluation, Accountability and Learning (MEAL) system for the EAMR Project - Implementation phase of the project 2021-2023 * Support the development and implementation of quality assessments, baseline and evaluation studies. This includes designing methodologies relevant to the project indicators, design appropriate data collection tools and instruments, train and supervise enumerators * Lead analysis, action/research and impact assessments, to inform program planning and design; and to capture evidence of effectiveness. Conduct data cleaning and analysis, collect, analyse and present routine monitoring data and support evidence-based decision making and reporting * Support streamlined systems and processes for capturing project data and activity / output tracking * Work with project staff to monthly update the project Indicator Performance Tracking Table (IPTT) and Output Tracker Template (OTT) and summary of project monthly achievements/gaps, and help identify and alert critical gaps in a timely manner. Conduct regular data quality assessments to ensure SC have complete, accurate and credible data to use for decision making and reporting. Generate and share timely weekly field monitoring reports to Hub MEAL Coordinator. Maintain and consolidate monthly action plan trackers. * Conduct field visits to monitor implementation of project activities and the quality of provided support. Regularly share findings/gaps from field monitoring visits with project respective staff and agree and document actions for improvement. * Consult benefitiaries, especially children on their needs and relevance/appropriateness of provided assistance. Conduct regular feedback sessions with beneficiaires to collect feedback and complaints, refer them to concerned staff and ensure documentation on the database and follow up for resolution. Monitor and report the status of community participation specifically child participation. * Ensure information about the project is shared with affected populations specifically information about the available accountability mechanisms for beneficiaries to share feedback and raise complaints. * Provide support to partners’ field teams and ensure the accuracy and reliability of collected data * Assist Hub MEAL Coordinator in preparing and revising first draft of monthly MEAL reports to MEAL Manager/PDQ Director for submission to SMT. Assist Hub MEAL Coordinator in all MEAL tasks, including monitoring reports and implementation ofassessments, evaluation and impact studies. * Provide support on admin, logistics and operations tasks for MEAL functions in the field, i.e., needs assessments, consultant’s baseline and evaluation, etc. * Provide weekly progress tracking update to project manager and MEAL coordinator * Contribute to SCI global monitoring and reporting * Ensure gender sensitive, inclusive and participatory processes across MEAL components   **Quality accountability mechanisms, processes and practice.**   * Support Beneficiary Accountability across all project sites and maintain/administrate feedback mechanisms * Identify and document trends, gaps and lessons learned and share findings with program and operations staff * Contribute to project and program learning processes * Promote participation of children in project monitoring, evaluation, research and learning processes * Support evidence-based project/program planning and development, including proposal writing; design logic frameworks and indicators; ensure that MEAL plan is developed. * Together with MEAL Coordinator conduct training and awareness raising activities for operations and programme technical staff at field and country-office and partners on regarding Monitoring, Evaluation, Accountability & Learning priorities and quality standards that apply to EAMR. * Document MEAL related procedures and good practices * Support development and regular maintenance of the EAMR data management system * To ensure that the minimum standards of humanitarian relief are maintained in accordance with the Sphere Charter and Red Cross Code of Conduct  |  | | --- | | * Any other tasks given by line manager.   **Child Safeguarding:**   * Ensure child safety is integrated in the terms of reference of mid-term reviews and evaluations and reports have conclusions and recommendations on how children safety is integrated in our programming * Ensure that all beneficiaries (especially children’s) have access to adequate information and knowledge of the Child Safeguarding Policy and mechanisms for raising concerns/complaints about staff or Safeguarding risks. * To ensure orientation on CSG for all partners and access to associated guidance, tools and support from the Technical line manager, relevant PDQ leads, Country Office Child Safeguarding lead in order to support the assessment of the risks associated with the design and implementation of our programmes.Behave towards children in a way, which reflects the Code of Conduct, CSG Code of Conduct and Child Safeguarding Policy. * Report any CSG issues or concerns in a timely way according to the Country reporting system and procedures. Ensure all MEAL activities for each programme/project include child safety and safeguarding risk analysis with mitigation measures in place to prevent trisks and address any reported concerns and issues arised. * EAMR has a system, developed in consultation with beneficiaries, to promote, regularly collect and respond to feedback, suggestions, and complaints from children, beneficiaries and community members regarding the safety of the programme To communicate the Child Safeguarding messages to partner organizations of all kinds including government and line ministries. | | | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * Widely shares their personal vision for Save the Children, engages and motivates others * Future orientated, thinks strategically and on a global scale.   **Collaboration:**   * Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * Values diversity, sees it as a source of competitive strength * Approachable, good listener, easy to talk to.   **Creativity:**   * Develops and encourages new and innovative solutions * Willing to take disciplined risks.   **Integrity:**   * Honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS**   * At least university degree in social science, economics, health, nutrition or other discipline relevant to humanitarian programming. | | |
| **EXPERIENCE AND SKILL**  **Essential:**   * 3-5 years of monitoring and evaluation experience in humanitarian or development contexts * Experience with research methods and data management and analysis in social development * Experience in evaluation design and management * Highly developed interpersonal and communication skills, including excellent internal consultation and liaison skills; facilitation and coaching skills * Excellent analytical and creative abilities with strong results orientation * Fluency in English and Arabic (spoken and written) is required * Proficiency in Word, Excel, and PowerPoint (MS Access desirable) * Ability and willingness to work in challenging circumstances, to change work practices and hours, and to work with incoming surge teams, in the event of emergencies; * Commitment to Save the Children values, including willingness to abide by and enforce the Child Safeguarding policy.   **Desirable**   * Experience of working with communities in participatory activities, including confidence in working with children and an understanding of child-friendly participatory methodologies. * Familiarity with international quality standards (Red Cross Code of Conduct, SPHERE Standard, HAP Standard) and experience of using these standards in practical ways to promote quality and accountable programming; * Demonstrated ability to work in insecure environments and remotely | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding**  Save the Children is committed to ensuring that all children who have contact with the organization are safeguarded to the maximum possible extent from child abuse and sexual exploitation. This commitment is implemented through the organization’s Child Safeguarding Policy, which includes mandatory requirements that apply to everyone in all aspects of Save the Children’s work. It applies equally to all children irrespective of their gender, disability, ethnicity, sexuality, marital status or religion. | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by:** | | **Date:** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |