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| **TITLE:**  Senior Humanitarian Evidence and Learning Advisor – Needs Assessments | | |
| **TEAM/PROGRAMME:** One Humanitarian Team | **LOCATION:** Centre - London, UK or any existing Save the Children International Regional or Country office worldwide | |
| **GRADE**: C, Mid-Senior Level | **CONTRACT LENGTH:**  8 months | |
| **CHILD SAFEGUARDING:**  Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working  in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). | | |
| **ROLE PURPOSE:**  The Senior Humanitarian Evidence and Learning Adviser – Needs assessments is a key role in the Humanitarian Evidence and Learning team at SCI centre. The Humanitarian Evidence and Learning team is one of 10 teams in SCI’s Centre Humanitarian Technical teams (CHTT). The CHTT was formed in June 2022 with the aim of bringing all humanitarian technical experts – previously situated within the wider Save the Children membership – together into a centralised team with a global mandate covering all SCI humanitarian responses/contexts.  The purpose of this role is to provide evidence and learning strategic direction and support to country offices and responses in rapid-onset and chronic humanitarian responses. In addition this role hold a key speciality in needs assessments and is responsible for leading this technical within the CHTT. The role is also responsible for representing SCI in external and internal initiatives associated with promoting evidence, learning and/or needs assessments in humanitarian responses.  The main place of work is London with up-to 12 weeks travel overseas per year and sometimes with short notice.  The primary purposes of this role will be to manage a global strategy aimed at improving the generation of and utilisation of evidence, lead the technical area of needs assessments and provide hands of evidence and learning support in humanitarian responses.  This role involves engagement with humanitarian and non-humanitarian staff and teams at the country, regional and global levels. In doing so, this role will enable SCI to ensure it maximises its efforts in responding to the needs of children and affected populations around the world. | | |
| **SCOPE OF ROLE:**  **Reports to:** Global Head of Humanitarian Evidence and Learning  **Staff reporting to this post:** n/a  **Role Dimensions**: Strong relationship management and communication with stakeholders. | | |
| **KEY AREAS OF ACCOUNTABILITY :**  **Leadership, Strategy Development and Management (40%):**   * Lead the thematic area of needs assessments which includes liaising and coordinating with other relevant teams in the CHTT, representing SCI in the needs assessment grand bargain stream and leading the internal needs assessment task team (NATT). * Develop and manage individual and team workplans, identifying metrics of success and performance indicators; ensuring feasibility and expected progress against identified milestones. * Identify technical gaps to inform new and innovative opportunities to influence change for improvement across Save the Children for the utilisation of evidence (e.g. needs assessments) and learning for decision making and programme design and planning. * Engage with various stakeholders and evidence (including needs assessments) and learning initiatives across the movement to champion change and ensure alignment to the strategy. * Develop and share case studies to demonstrate the impact of the strategy on improving programme quality and outcomes. * Provide updates on progress to leadership groups when required.   **Support to Organisational Policy and Practice (20%):**   * Advocate for and lead the development of technical standards, policies, procedures and tools that drive better utilisation of evidence and learning – in particular needs assessments - for programmatic and strategic purposes; in line with the overall strategy and wider sector standards within Save the Children International. * Contribute and lead strategic thinking and related projects led by the Evidence and Learning team aimed at achieving high standard of evidence-informed programming. * Programme support – including capacity building, support to Humanitarian responses and new business development (30%): * Work with other relevant internal teams - the Humanitarian Leadership Academy, CHTT, regional and country offices - to develop, support and/or lead capacity building initiatives aimed at improving analytical skills, delivery of needs assessments and utilisation data for decision-making across the movement. * Act as Subject Matter Advisor to SCI MEAL Humanitarian Surge Team Personnel through dotted line supervision and provide mentoring and support their professional development. * Set standards, guide and ensure that Save the Children adheres to Grand Bargain commitments on needs assessments as a signatory and active member in the needs assessment workstream. * Conduct orientation and training for humanitarian department staff on MEAL standards and tools through induction sessions, as well as other ad hoc trainings. * Deploy at short notice to humanitarian responses (as General Humanitarian Surge) to lead needs assessments, set up and manage MEAL processes, capacity strengthen and/or lead MEAL teams. * Provide backstopping support when required to priority country programmes/responses responding to emergencies. This includes providing subject matter expertise for needs assessments, advising on resource allocation for MEAL activities, expectations, strategy, provision of guidance and capacity planning. * Review proposals and budgets for SCI donors to ensure MEAL content is appropriate and in line with standards and policies and advocate for resources for technical MEAL/assessment gaps. * Support development of planning and implementation of evaluations in responses (including real time and end of response), including advising on TOR development, team recruitment and technical issues etc. Where necessary, deploy as part of evaluation team.   **Advocacy & Representation (8%):**   * Represent and lead SCI contributions to the Grand Bargain stream for needs assessments. This may include travel to key strategic meetings in Geneva with donors, UN agencies and other signatories. * Work collaboratively with colleagues from other teams in SCI to ensure the team’s priorities for evidence and learning work in humanitarian responses are adequately reflected in organisational strategies. * Represent SC in other key external evidence and learning initiatives (which may include ALNAP, HuMEL Peer Group etc.). Contribute to projects undertaken by these initiatives and ensure learning and information from them is communicated adequately within Save the Children.   **General (2%)**   * Comply with the requirements of SCI’s child protection policies and other staff policies. * To perform such other tasks and responsibilities as may be required from time to time in order to ensure the smooth running of the Humanitarian Technical team, the senior management team, cross-departmental teams, and Save the Children International. | | |
| **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**   * Minimum of a Bachelor Degree or equivalent experience, plus at least 7 years of relevant experience in international development, with demonstrated experience related to Monitoring, Evaluation and research. * *Professional proficiency in MS Office suite* * *Professional profiency in spoken and written English* * Professional proficiency in Spanish, Arabic, French (essential – one of the stated languages) | | |
| **EXPERIENCE AND SKILLS**  ***Essential***   * Significant experience of designing/setting up MEAL system and managing MEAL teams in a humanitarian context. * Demonstrable experience of having championed the generation and utilisation of evidence and learning for decision-making in their own as well as that of others. * Significant experience in leading needs assessments in humanitarian context and in setting technical standards for improvement in needs assessments * Demonstrable understanding of quality evidence and learning in the humanitarian sector. * Demonstrative understanding of child-focused approaches to monitoring, evaluation, accountability and learning in development or humanitarian contexts. * Significant experience of training and building capacity to understand monitoring, evaluation, accountability and/or learning data, especially to non-MEAL experts. * Excellent verbal and written communication, including the ability to present complex MEAL data to non-experts to encourage up take for decision-making. * Excellent relationship building skills in order to deal tactfully and sensitively with a wide range of people in a large organisation, very often at a distance. * Experience of representation in external forums * A flexible and initiative-taking attitude with the ability to manage and prioritise an unpredictable workload. * Proven problem-solving skills to understand the range and content of the programmes’ work and provide practical solutions to operational challenges. * Willingness and ability to operate an ‘open door’ policy with regards to colleagues seeking immediate information and support.   ***Desirable***   * A higher degree in NGO management or humanitarian-related studies. * Knowledge of the Grand Bargain Initiative – in particular the needs assessment stream and the Joint Intersectoral Analysis Framework (JIAF) * Experience of qualitative data analysis methods and software (e.g. NVivo, STATA etc.) | | |
| **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:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy | | |
| **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: Linda Steinbock** | | **Date: February 2023** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |