

**SAVE THE CHILDREN
INTERNATIONAL PROGRAMS
ROLE PROFILE**

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| JOB TITLE: Monitoring, Evaluation, Accountability, & Learning Coordinator | |
| TEAM/PROGRAMME: Program Development and Quality Team | LOCATION: Nairobi |
| GRADE: 3 | POST TYPE: National |
| <p>CHILD SAFEGUARDING: Level 3 – the post holder will have contact with children and/or young people <i>either</i> frequently <i>or</i> intensively because they work in country programs; or are visiting country programs; or because they are responsible for implementing.</p> | |
| <p>ROLE PURPOSE: Monitoring, Evaluation, Accountability & Learning (MEAL) is a core function in all Save the Children programs globally, representing our commitment to accountability and transparency, it is also a crucial aspect of program quality management. Save the Children in Kenya is looking for a creative and motivated individual who has the experience and competencies to work as Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator.</p> <p>The MEAL Coordinator will bring significant experience and fresh ideas to develop and implement a realistic MEAL strategy and systems, ensuring that they are institutionalized within the existing project cycle management framework, and that staff have the capacity to implement them. The MEAL Coordinator will have a key role in establishing and promoting programme quality and innovation, which will be achieved through developing and improving monitoring, evaluation, impact assessment and learning methodologies. In summary, the MEAL Coordinator will be responsible for establishing and promoting the use of MEAL systems to ensure that the program:</p> <ul style="list-style-type: none"> • is informed on the extent to which our interventions are affecting the lives of the targeted populations; • have evidence-based knowledge on the positive and negative impact that our interventions are having over the communities where SCI works; • receives regular, timely and context-specific, meaningful feedback from our staff, partners, programme participants and that feedback effectively informs and signals areas where strategic attention is required. | |
| <p>SCOPE OF ROLE: Reports to: Head of MEAL Staff reporting to this post: None for now Budget Responsibilities: None</p> <p>Role Dimensions: Ensure that quality is built in programmes at the design of projects, that all project have logframe and MEAL plans using a standard framework; quality benchmarks for all projects are up to date and are being used to monitor quality of all projects in the CO, build capacity of the program and MEAL teams in data collection, analysis and update Indicator Performance Tracking Table (IPTTs) of projects that he/she will be responsible for. Ensure that data reported in project reports is accurate and that it reflects project achievement. Make sure the complaints & feedback mechanisms are functional; strengthen coordination and collaboration with all program team and partner staffs. Ensure that MEAL is visible within projects. With support of the Research and Learning Manager and Head of MEAL, lead baseline and endline surveys; and support formative and operational research.</p> | |
| <p>KEY AREAS OF ACCOUNTABILITY: A. Monitoring and reporting:</p> <ul style="list-style-type: none"> • Implement the MEAL system, which includes use of PRIME system for indicator progress tracking, monitoring progress against targets through Logframe, track beneficiary reach, develop monitoring tools and guidelines for data collection using technology, use of CommCare for beneficiary tracking and reporting etc. • Carry out field monitoring visits to monitor quality of program interventions against Quality Benchmarks and update actions in the action trackers. Share monitoring feedback with program team and follow up. • Conduct Data Quality Assessments (DQA) for the program to ensure that data reported is validated, is accurate and consistent while providing feedback as necessary to program teams | |

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for continuous improvement.

- Conduct regular data analysis and share with program teams to inform projects progress and guide in making any adjustments to programs based on the data.
- Maintain close coordination with program managers at field level and Head of MEAL on Quality and Accountability issues. Share all information (monitoring reports, CFM analysis, etc. with Head of MEAL.
- Support program teams to develop high quality reports that include analysis of data to illustrate SC's impact including providing evidence of good practices

B. Evaluations, Research, Learning and Knowledge Management

- Provide a synthesis of all evaluations; professionally document and proactively share information and learning from projects, that could be adapted and emulated by other stakeholders as necessary.
- Provide support for all internally and externally led needs assessments, formative, operational research, and evaluations etc- this includes supervision of consultants.
- With support from communications, research and learning manager and programs teams develop quality case studies
- Upload data and reports into SharePoint and other relevant online repository systems and maintain such database.
- Update the online evaluations tracker on a regular basis and ensure that it is up to date with all the studies and evaluations that are implemented within programs

C. Accountability to participants

- Maintain a functional accountability mechanism where projects information is shared with children, adults and communities on a regular basis and through the most appropriate mechanisms.
- Promote use of innovative child-participation methodologies during feedback collection while ensuring that every child has opportunity to participate, to influence others, especially decision makers.
- Maintain and update a Feedback and Response Mechanism database for tracking feedback from communities and ensure that the feedback/complaints loop is closed.
- Develop regular feedback trend analysis and share analysis with program team
- Build capacity of other program staff to document feedback from children and communities, including ensuring participation of communities in program activities and sharing information with communities
- Share MEAL findings & FRM issues in each monthly reporting

D. Programme Design and MEAL Resourcing:

- Contribute to the quality of program design – reviewing log-frames, results frameworks, project plan, strategic plans, MEAL Plan etc.
- Ensure that MEAL is an integral part of the programme design stage and features in all proposal development, and during the project budgeting.
- Responsible for effectively managing the MEAL budget within the project
- Ensure the key learning's are incorporated in upcoming project plans and interventions.

SKILLS AND BEHAVIOURS (SCI)

Accountability:

- Holds self-accountable for making decisions, managing the above responsibilities 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:

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- Sets ambitious and challenging goals for themselves, takes responsibility for their own personal development and encourages partner staffs 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, and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.
- Open to a digital and innovative way of thinking

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 :

Bachelor's Degree in Social Sciences, Statistics, Biostatistics, Operational Research, Population Studies, Demography Education, Development Studies, or Information Technology is required

Master's Degree in International Development, Statistics, Development Studies, Population Studies, Monitoring and Evaluation, Education or Information Technology is desirable

EXPERIENCE AND SKILLS

Essential

- Recommended a minimum of five years practical experience in M&E system coordination/implementation in a large international NGO or other international relief/development body; in a both emergency and development contexts, preferably with solid MEAL experience in more than one of the Save the Children priority sectors: education, child protection, rights governance, Health & Nutrition and emergencies.
- Excellent knowledge of information technology systems and proficient in the use of Kobo and CommCare data collection tools
- Skilled in quantitative and qualitative data analysis using appropriate software i.e. Stata and/or SPSS and ATLAS.ti
- Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures
- Ability to analyse and disseminate complex information to a range of stakeholder audiences;
- Demonstrated ability to use existing digital platforms for tracking and reporting such as the Digital Attendance Application
- Ability to present complex information in a succinct and compelling manner
- Open to a digital and innovative way of thinking
- Excellent planning, coordination, and reporting skills, with the ability to organise a substantial workload comprised of complex, diverse tasks and responsibilities;
- Strong communication and interpersonal with experience working in multicultural, multi -location, values driven teams;
- Commitment to Save the Children values

Desirable

- Remote management/contingency planning
- Experience in Monitoring and Evaluation of Advocacy programmes.
- Previous experience working in hard to reach areas

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.

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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: Head of MEAL

Date: 04.01.2024