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| **TITLE:**  Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator, SCI Zambia | | |
| **TEAM/PROGRAMME:** Programme Development & Quality | **LOCATION:** Mongu | |
| **GRADE**: 3 | **CONTRACT LENGTH:** 2 years | |
| **CHILD SAFEGUARDING: (select only one)**  Level 3: *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).  ***This position is contingent upon donor approval and funding*** | | |
| **ROLE PURPOSE:**  The Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator will support the strengthening of the organizational capacity to design and implement effective monitoring, evaluation, accountability and learning systems.  The MEAL Coordinator will work closely with Technical Specialists, Project Managers, MEAL staff within SCI and other MEAL staff from implementing partners. | | |
| **SCOPE OF ROLE:**  **Reports to:** Monitoring, Evaluation, Accountability & Learning (MEAL) Manager  **Staff reporting to this post:** 3+ (the role will have either direct or matrix line management of project MEAL staff)  **Role Dimensions**:  **Context:** Development and Development-Humanitarian Nexus  **Primary Technical area:** Monitoring, Evaluation, Accountability, and Learning | | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Programme Design:**   * Support the MEAL Manager in the preparation of frameworks such as logical models, log frames, result frameworks and Performance Measurement Plans (PMPs). Defining objectives, collection of survey data and establishment of targets and ensure that monitoring and evaluation components are well integrated in the implementation plans of new projects. * Assist in developing a unified monitoring system and reporting mechanisms for partner NGOs. * Support provincial teams use participatory approaches in designing, implementing and managing accountability mechanisms by introducing such systems that facilitate beneficiaries to register timely complaints and give them access to share their feedback on SCI interventions. * In collaboration with project/programme staff conduct and facilitate situation analysis, develop monitoring systems for the project and carry out monitoring visits. * Support fundraising, including contributing to proposal writing and review to ensure Monitoring, Evaluation, Accountability & Learning (MEAL) activities and costs are adequately covered. Develop standard guidance for incorporation of Monitoring, Evaluation, Accountability & Learning (MEAL) costs into proposals in specific responses.   **Capacity Building:**   * Provide orientation/training to MEAL/program field officers from time to time as required. * Identify capacity building events for MEAL staff members for system strengthening and sharing of learning; * Provide guidance and build capacity, where required of the relevant staff of partners in monitoring and evaluation/ research and documentation; * Organize learning events and workshops for program units to document lessons learnt, good practices and areas of improvement;   **Technical Oversight:**   * Provide technical support to Field MEAL officers to implement MEAL systems at province level including collating, compiling, analysing program learning and subsequent reporting on all SCI development and emergency response interventions. * Technically backstop other MEAL team members in prioritizing monitoring visits, generating monitoring reports, conducting debrief sessions and developing action plans for program improvement; * Support MEAL Manager in implementation of Complaint Response Mechanism (CRM) in the field. * Responsible for MEAL coordination, capacity building and technical oversight for projects in the Western Province of Zambia (SUNII, GPE, IECCDE and any new projects arising); * Provide direct line management responsibilities for MEAL Officers from the projects listed as follows: SUNII, GPE/IECCDE and any other MEAL Officers appointed to projects in Western or otherwise assigned. This will include performance management (setting objectives, assessing performance, and providing coaching, mentoring, and training that aligns with SCI’s Global MEAL Capacity Building Strategic Work-plan); * Will have dotted line management of MEAL focal points within projects where no MEAL Officer exists. * Undertake frequent field visits for backstopping of technical MEAL teams. * Support MEAL Zambia team on administrative tasks for the MEAL teams.   **Accountability Mechanisms:**   * Receive accountability data from field, analyse it and share it with MEAL Manager. Compile and analyse data on monthly basis and share it with program teams at various levels. * Ensure that MEAL is infused in all of SCI development response interventions to provide effective support to program units; * Carry out preliminary investigation of complaints of serious nature to facilitate management for informed decision making regarding constituting investigation committee; * Any other tasks assigned by the line manager. | | |
| **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 others to do the same * Widely shares their personal vision for Save the Children, engages and motivates others * Future orientated, thinks strategically   **Collaboration:**   * Builds and maintains effective relationships with their team, colleagues, members, 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   The post holder must commit to work in an international agency that respects racial diversity and fights racism in all forms; and to model positive behaviours and respect to all colleagues, partners and communities. | | |
| **QUALIFICATIONS**   * A minimum of Bachelor Degree in Public Health, Economics, Demography or Development Studies. | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * Minimum of 3 years of programming experience within the aid sector, preferably linked to one of Save the Children’s priority technical sectors (Child Poverty, Child Protection, Child Rights Governance, Education, Health & Nutrition) and with the majority of that time focused on project design, monitoring, evaluation accountability and learning work. * Experience and knowledge of monitoring systems, including robust and responsible data collection and use. * Ability to prepare and facilitate capacity building MEAL trainings and workshops across projects and programmes (including remotely). Direct experience working with communities in participatory activities. * Proven experience managing MEAL staff and dedication to developing staff capacity through training, supervising, coaching and mentoring. * Proficiency in relevant data collection and analysis software e.g. SPSS, STRATA etc. * Willing to work in isolated rural areas with basic living conditions, in politically sensitive and occasionally volatile environments. * Good numeric skills and strong analytical skills. * Should be computer literate. * Excellent verbal and writing skills.   **Desirable**   * Experience or knowledge of working and living in relevant region/context * Experience of promoting quality and impact through at least one cross-cutting area: gender equality and inclusion, adaptive and safer programming; child rights; disability; migration and displacement. * Experience and knowledge of Save the Children’s structure, mandate and child focus. | | |
| **KEY COMPETENCIES**  **Technical competencies:**   * Ensures linkages across portfolio ensuring quality and coherence of MEAL systems and evidence gathering * Manages resources and capacities to develop and maintain quality MEAL systems * Facilitates strategic alignment of data to global priorities   **Generic Competencies**   * Child Rights: Promotes an enabling environment for participation, and accountability to children * Be the Innovator: Promotes innovation to find new and better approaches to driving progress for children * Deliver Results at Scale: Promotes a clear focus on impact in project and programme design, management and oversight | | |
| **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: MEAL Manager** | | **Date: September 2021** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |