|  |
| --- |
| **TITLE: MEAL Coordinator (Lishe and JGI Tumaini Kupitia Vitendo Projects)** |
| **TEAM/PROGRAM:** Programme Operations/MEAL Team | **LOCATION:**  Dar es Salaam |
| **GRADE**: 3  | **CONTRACT LENGTH:** 3 Months  |
| **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. |
| **ROLE PURPOSE:**  Save the Children seeks a Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator for two USAID-funded projects:1. Lishe Endelevu: A multi-sectoral nutrition intervention in Tanzania
2. JGI Tumaini Kupitia Vitendo (Hope Through Action): Women-focused, climate smart agricultural intensification

The MEAL Coordinator will be responsible for coordinating project monitoring and evaluation activities, supporting targeted evaluations, managing information systems, ensuring data quality, and providing capacity building. Working closely with the MEAL Advisor/Specialist and Project Managers, the incumbent will provide advice, guidance, and coordination to SCI and consortium partners and government authorities at regional and district levels. The role holder maybe required at times to travel to Njombe, Katavi, Rukwa, or Songwe, for MEAL-related tasks in other regions of implementation for the two projects. |
| **SCOPE OF ROLE:** Save the Children has been operational in Tanzania since 1986 providing support to children through developmental and humanitarian relief programmes delivered in support of Government of Tanzania priorities and policies both directly and through local partners. Current programming focuses on child protection, child rights governance, education, health & nutrition, and emergency response. In 2012, as part of a global reorganization process, Save the Children combined programmes of SCUK, SCUS, SC Sweden to create a single operation in Tanzania. We currently have an operational presence in Dodoma, Rukwa, Zanzibar (Unguja and Pemba), Songwe, Kigoma, Katavi, Njombe and Dar es Salaam. We also have previously implemented short response projects in Manyara, Mwanza, Rufiji, Kilwa, Tanga and Arusha; we work through partners in other parts of the country.**Reports to:**  MEAL Specialist with a dotted line to the Project Managers (Lishe and Tumaini Kupitia Vitendo)**Staff directly reporting to this post:** None |
| **KEY AREAS OF ACCOUNTABILITY**1. MEAL Framework and Systems
* Develop and maintain comprehensive MEAL frameworks for both projects
* Establish and promote the use of MEAL systems to ensure project teams and partners are informed about project impacts
* Align MEAL frameworks with project goals, objectives, and donor requirements
1. Data Management and Analysis
* Oversee design, implementation, and maintenance of high-quality data collection, management, and analysis processes
* Ensure data collection tools and methodologies effectively capture project progress
* Develop and maintain Indicator Performance Tracking Tools for both projects
1. Monitoring and Reporting
* Prepare regular reports (monthly, quarterly, annual) highlighting key findings and recommendations
* Conduct field visits to monitor project activities and ensure adherence to MEAL standards
* Lead compilation of data and reporting on both programs in relation to SCI global indicators
1. Accountability and Learning
* Establish and manage feedback mechanisms for beneficiaries and stakeholders
* Facilitate community engagement activities to gather feedback
* Organize learning events to share best practices, lessons learned, and case studies
* Ensure participation of beneficiaries and children in monitoring and evaluating programs
1. Evaluation and Research
* Coordinate baseline, midline, and endline evaluations for both projects
* Support formative assessments and other research studies
* Analyze evaluation data and provide actionable recommendations for project improvement
1. Capacity Building
* Identify MEAL capacity needs of project staff and partners
* Develop and implement MEAL capacity building plans
* Provide training and technical support to project staff and partners on MEAL principles and practices
1. Partner Management
* Contribute to identifying the capacity of present and potential partners in quality programming
* Ensure MEAL aspects of projects implemented by partners are enforced
1. Representation and Advocacy
* Coordinate Save the Children's work with efforts of other agencies and government
* Provide appropriate information to facilitate effective engagement with donors and government officials
 |
| **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 AND EXPERIENCE*** Bachelor's degree in Statistics, Social Sciences, Monitoring & Evaluation, Information Sciences, Public Health, or Development Studies.
* Minimum 5 years' experience in managing data collection, analysis, and reporting processes as well as designing and implementing MEAL systems in international development or humanitarian projects.
* Demonstrable track-record in data tracking and evaluation with the ability to support staff and partners on M&E methodology and analyze and disseminate complex information to a range of stakeholder audiences.
* Well-developed research, analytical (qualitative and quantitative), documentation, and report writing skills with competency in participatory research methods.
* Proficiency in statistical software packages, MS Office suite, and data visualization tools
* Strong planning, coordination, and reporting skills.
* Strong communication and interpersonal skills in English, with experience working in multicultural, multi-location, values-driven teams.
* Commitment to Save the Children's aims, values, and principles
 |
| **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. |