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| **This position is contingent upon donor approval and funding** | |
| **TITLE: MEAL Programme Coordinator** | |
| **TEAM/PROGRAM:** Programme Operations | **LOCATION:**  Dar es Salaam |
| **GRADE**: 3 | **CONTRACT LENGTH:** 1 year, renewable |
| **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. | |
| **ABOUT THE PROJECT:**  Save the Children is the world’s leading independent organisation for children. We work in 120 countries. We save children’s lives; we fight for their rights we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.  The objective of the “Vijana Plus” project is “to strengthen CSOs as independent actors of good governance and development in their own right, and to contribute to an enabling environment for sustainable development and growth in Tanzania”. Youth capacity strengthening and engagement in decision making: to strengthen capacity of youth organisations and enhance meaningful youth engagement in decision making processes. The Project is implemented in eight (8) targeted zones of Tanzania: Lake (Mwanza), Southern (Mtwara), Southern Highlands (Mbeya), Central (Dodoma), Northern (Tanga), Coastal (Morogoro), Zanzibar (Pemba & Unguja), and Western (Kigoma). | |
| **ROLE PURPOSE:**  The MEAL Coordinator takes the overall responsibility of operationalizing the MEAL system and SC MEAL approach for the programme. The post-holder will be expected to lead on MEAL system implementation including monitoring of program quality, rolling out accountability mechanisms, supporting program evaluations and leading on MEAL budgeting. The Program MEAL Coordinator will lead on research by ensuring we are capturing and documenting learnings from the approaches used in the programme. The MEAL Coordinator will lead MEAL capacity building of project staff for successful delivery and attainment of project objectives.  **Reports to:**  Project Manager  **Staff directly reporting to this post**. MEAL Officer | |
| **KEY AREAS OF ACCOUNTABILITY:**  Working closely with the MEAL Specialist and in collaboration with the Programme Manager, the MEAL Coordinator will be responsible for establishing and promoting the use of MEAL systems to ensure that the programme team:   * Is informed on the extent to which the programme development interventions are impacting the lives of the targeted beneficiaries. * Receives regular, timely and context specific, meaningful feedback from program beneficiaries, and staff. The feedback should effectively inform and signal areas where strategic attention and improvement is required. * Generate evidence-based knowledge on the impacts the programme interventions are leading to within the communities over the life of the award. * Collect information that demonstrates the significant value of combining research and innovative programming to achieve the programme intended results and influence policy change. * Responsible for selecting and implementing appropriate data collection methods and tools, such as surveys, interviews, focus groups, and digital data collection platforms * Produce regular progress reports, bi-annual progress reviews, and a final endline evaluation report, including best practices and case studies * Responsible for implementing and maintaining stakeholder engagement and feedback mechanisms, such as the Complaints and Response Mechanism (CRM), and ensuring they are accessible to all beneficiaries * Design and deliver training sessions on the programme M&E framework, data management, and data analysis, tailored to the needs of partners and staff * Facilitating continuous learning and adaptation by regularly reviewing data, identifying lessons learned, and making recommendations for course corrections * Providing ongoing technical support and oversight to ensure that partners are implementing their OCD plans effectively and that data collection efforts are reliable and consistent * Ensure that MEAL activities are integrated with advocacy efforts, including participation in regional and global forums and engagement with policymakers * Ensure that child safeguarding is integrated into all MEAL activities, including data collection and reporting   **Program Monitoring, Assessments, Evaluations and Reporting**   * In collaboration with the Programme Manager and MEAL Specialist establish and ensure implementation of a strong MEAL system for the programme (MEAL plans, indicators performance tracking tables, monitoring tools, benchmarks etc.) * Lead programme studies, formative assessments, mid-term evaluations, final evaluations and other research studies as well as learning events as part of annual DIPs. * In collaboration with Programme Manager and MEAL Specialist, develop process, output and outcome level Quality Benchmarks and regularly review progress on indicators/achievement of targets (LFA). * Review MEAL reports to highlight key project strengths and areas of improvement and use learning from monitoring reports for project planning and implementation. * Identify programme staff MEAL capacity needs and inform Program Manager and MEAL unit and put in place MEAL capacity building plans. * Develop and maintain the Indicator Performance Tracking Tool and Output tracker for the programme that will guide preparation of programme progress updates monthly. * Lead rolls out of programme MEAL systems and processes to measure achievement and progress towards achieving project objectives/outcomes and results/outputs against indicators (indicator performance tracker tables, quality checklists, etc.). * Lead monitoring of program quality using quality benchmarks and ensure that findings are shared with relevant stakeholders and explicitly fed back into programme decision making, incorporating *accountability* and *learning*. * Contribute to child-focused and child-led programme implementation, by ensuring children’s participation, reporting back to children, and child-led M&E. * Lead compilation of data and reporting for the program in relation to SCI global indicators and total beneficiaries reach reports   **Accountability and Organisational Learning**   * Working with the Programme Manager to facilitate learning activities such as program review workshops, lessons learnt reports, etc. * Ensure participation of beneficiaries in monitoring and evaluating the programmes, * Establish accountability mechanisms for the programme to ensure information is shared and feedback collected from the programme beneficiaries; and provide reports and support the implementation team using key learning from accountability system for program development, planning, improvement and implementation.   **Representation and Advocacy**   * Ensure that Save the Children's work is coordinated with efforts of other agencies and government, advocating for the specific needs of children. * Ensure that Save the Children's work is coordinated in collaboration with other SC sector teams to strengthen programming and impact for children. * Provide appropriate information on the programme to facilitate the effective engagement with donor and Tanzania government officials at all required levels as required to ensure Save the Children is considered a preferred and active partner in areas of operations.   **Staff Management, Mentorship, and Development**   * Building capacity and knowledge of programme staff on MEAL systems, strengthening organizational knowledge and understanding of effective programming through networking, experience sharing and searching for innovative ideas * Demonstrate and practice behaviour that develop a sense of an organisational culture that reflects our dual mandate values, promotes accountability and high performance, encourages a team culture of learning, creativity and innovation, and emancipates.   **Child Safeguarding**  All staff have an obligation to ensure they fully understand the provisions of the Child Safeguarding Policy, the Code of Conduct and related policies. They must conduct themselves in accordance with the rules of the Child Safeguarding Policy, in their personal and professional lives – which includes reporting suspicions of child abuse.  All staff must ensure the way they are carrying out their work is not putting children at risk (or further risk). | |
| **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**   * A degree in an area of social development or equivalent. Master’s degree is an added advantage * Minimum 5 years practical experience in M&E system coordination/implementation in a large international non-governmental organisation or other international development body; * Demonstrable track-record in data tracking and evaluation, with the ability to support staff and partners on M&E methodology and analyse and disseminate complex information to a range of stakeholder audiences. * Well-developed research, analytical (qualitative and quantitative), documentation and report-writing and skills, with competency in participatory research methods. * Ability to write clear and well-argued assessment and project reports. A high level of written and spoken English * Computer literacy, particularly in Word, Excel, Statistical Packages and PowerPoint. * 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 skills in English, with experience working in multicultural, multi-location, values driven teams. * Ability and willingness to dramatically change work practices and hours and work with diverse community beneficiaries * Commitment to and understanding of Save the Children International’s aims, values and principles * Information Communication Technology literate | |
| **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. | |