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| **JOB TITLE:** Monitoring, Evaluation, Accountability & Learning (MEAL) Advisor  |
| **TEAM/PROGRAMME:** Central African Republic | **LOCATION:** Bangui |
| **GRADE**: 3 | **POST TYPE:** International, Fixed term for twelve months with potential for extension. |
| **CHILD SAFEGUARDING:** Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people |
| **ROLE PURPOSE:**The Monitoring, Evaluation, Accountability & Learning (MEAL) Advisor will lead on MEAL system design and implementation, evaluations, reporting, MEAL budgeting, recruitment as well as support proposal writing and logframe development. The MEAL Advisor will be expected to mentor and/or capacity building existing M& E country programme staff. Provide technical assistance and appropriate monitoring and evaluation to the programme in CAR.The MEAL Advisor will work closely with the Director of Operations and Field Managers formulating and carrying out joint work plans to achieve high levels of technical content in the programmes. |
| **SCOPE OF ROLE:** **Reports to:** Head of Mission**Staff directly reporting to this post:** M & E staff |
| **KEY AREAS OF ACCOUNTABILITY:*** Support in developing program strategies and ensuring coordination of all technical input to country strategy, proposals and reports
* Participate in conceptualizing and designing cost effective, innovative and high quality programs
* Set up M & E system for SCI programme in CAR
* Lead development of SCI CAR programme baseline surveys where required.
* Support technical advisors in their development of sector logframes, plans, and monitoring and evaluation frameworks and plans.
* Contribute to development of programme plan and masterbudget.
* Support with implementation of M&E systems (such as output trackers, IPTT) and reporting.
* Support sector technical staff to carry out monitoring and evaluation of project activities as agreed in M&E frameworks and plans and to strengthen integration between sectors.
* Support sector field staff with data collection tools, trainings.
* Contribute to proposal writing and review to ensure MEAL activities and costs are adequately covered. Develop standard guidance for incorporation of MEAL costs into proposals.
* Lead planning, implementation and follow-up of evaluations (real times, evaluations of humanitarian action etc.) Participate in required evaluations.
* Set up Accountability Mechanism Systems to manage complex information sharing, collect beneficiaries feedbacks/complaints to be added to the complaints database. Conduct statistical and qualitative data analysis of complaint/feedback, present and disseminate information to inform programme management at all levels of management within a response.
* Implement accountability mechanisms at field level, such as complaints response mechanisms – working on community assessment, design, implementation, review etc. Ensure that activities are carried out to raise awareness of prevention of sexual exploitation and abuse and handling of serious complaints in line with child safeguarding policy.
* Identify MEAL staffing needs for the programmes, and support recruitment, induction, performance management and training.
* Identify MEAL activities supply needs and coordinate with the logistics team to ensure materials arrive in good time.
* Support technical advsiors to ensure that projects are carried out with participation from all disaster-affected communities (including children), that information is shared with affected communities (through traditional and high-tech solutions) and that they solicit and respond to community feedback.
* Ensure that the minimum standards of humanitarian relief are maintained in accordance with the Sphere Charter and Red Cross Code of Conduct. For instance, with support from senior colleagues, work with sector technical specialists to ensure quality monitoring systems are set up to ensure adherence of programmes to minimum standards.

*Capacity Building:** Identify learning and training (Assessment, data collection, OT, IPTT, Need for accountability) opportunities for MEAL and other staff and work as a mentor and role model for less experienced staff.
* Conduct training and awareness raising activities for operations and programme technical staff at field and national level regarding MEAL priorities and quality standards.

*Representation & Advocacy & Organisational Learning:** Ensure that Save the Children's work is coordinated with efforts of other agencies and Government, and support Interagency Coordination forums, advocating for the specific needs of children. This may involve taking the lead in coordination working groups. Participate in Interagency coordinated joint MEAL activities (for instance, inter-agency RTEs).
* To identify opportunities and material to contribute to communications and media work, acting as a spokesperson when required.

*General:*Comply with Save the Children policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.  |
| **CORE BEHAVIOURS***Understanding humanitarian contexts and application of humanitarian principles:** Able to assess and analyse key issues in the humanitarian situation and formulate actions around them
* Actively engages in disaster coordination mechanisms and interagency cooperation
* Leads on the development of an organisational response based on an understanding of the contexts

*Achieving results effectively:** Ensures beneficiary and partner feedback is incorporated into programme design, planning and learning
* Demonstrates flexibility to adapt plans and make decisions in rapidly changing environments
* Actively manages risk and takes action to reduce risk
* Makes changes to improve performance as a result of information received
* Documents lessons learned and applies them to future projects

*Maintaining and developing collaborative relationships:** Develops strategies for teams to work across traditional boundaries, working in diverse environments
* Establishes clear objectives with teams and individuals and monitors progress and performance
* Fosters collaborative, transparent and accountable relationships through partners
* Uses negotiation and conflict resolution skills to support positive outcomes

*Operating safely and securely:** Demonstrates an understanding of wider UN/NGO security coordination and how the organisation can benefit from, and contribute to, those mechanisms
* Undertakes effective risk assessments and develops contingency plans
* Takes appropriate, coordinated and consistent action to handle situations of personal risk and risk for others
* Reduces vulnerability by complying with safety and security protocols set by the organisation

*Managing yourself in a pressured and changing environment:** Remains focused on the objectives and goals in a rapidly changing environment
* Able to identify, and act on, low levels of resilience in others

*Leadership: Action; Thinking; Self; Inspiring; Developing Others:** Builds own awareness of the bigger global picture by using a broad range of sources to gather data
* Demonstrates managerial courage by confronting difficult situations and seeking resolution, and stating willingness to champion ideas
* Actively contributes to a team environment where team members feel able to contribute, champion or challenge decisions
* Takes responsibility for own development, and actively takes steps to better understand and address own strengths and weaknesses.
* Openly talks about doing things differently, pushing the boundaries and ways of working
* Gives constructive feedback to enhance capabilities and responsibilities to another for the purpose of his/her development
* Works to ensure that the workplace is inclusive and the talents of individuals are harnessed to achieve business success
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| **QUALIFICATIONS AND EXPERIENCE:****Essential*** Significant management experience in emergency and humanitarian response programmes.
* Previous first phase emergency response experience is essential
* Significant experience of undertaking a MEAL related role in an humanitarian context
* Education to MSc/MA/MEng level in a relevant subject or equivalent field experience
* Experience of, and commitment to working through systems of community participation and accountability
* Previous experience of managing a team and managing projects
* Demonstrated strong monitoring and evaluation skills, including planning/participating in evaluations
* Ability to work both in an advisory and a hands on implementation capacity
* Proven capacity to supervise, train and coach staff
* Experience of representation and ability to represent SC effectively in external forums.
* Experience of preparing successful funding proposals for donors
* Ability to write clear and well-argued assessment and project reports
* Excellent communication and influencing skills with experience in advocacy
* Politically and culturally sensitive with qualities of patience, tact and diplomacy
* A high level of written and spoken English
* Fluent in French
* The capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances.
* Commitment to the aims and principles of SC. In particular, a good understanding of the SC mandate and child focus and an ability to ensure this continues to underpin our support

**Desirable*** Experience or knowledge of working and living in relevant regions/contexts
* Specific experience of designing and managing ECHO projects
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| **Date of issue: 8 October 2013 Author :**  |