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| **TITLE:** Regional MEAL and Research Coordinator | |
| **TEAM/PROGRAMME:** Program Quality and Development | **LOCATION:** Nairobi |
| **GRADE**: | **CONTRAC LENGTH:** 1 Year |
| **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:**  As a key member of the East and Southern Africa (ESA) regional programme quality support team, the Regional MEAL and Research Coordinator is responsible for supporting Country Offices to embed MEAL and advance learning through quality research and evaluation. He/she provides support to country offices to strengthen different components of MEAL especially learning through research and evaluation, facilitating the dissemination of outcomes within and beyond the ESA region. | |
| **SCOPE OF ROLE:**  **Reports to:** Regional MEAL manager  **Staff directly reporting to this post:** None | |
| **KEY AREAS OF ACCOUNTABILITY**  **Country Office support to embed MEAL:**   * Work with the Regional MEAL Manager to support countries in embedding MEAL components and strengthen research and evaluation practise * Facilitate the East and Southern Africa learning platform and the MEAL/KM community of practise as platforms for sharing evidence from country programs and promoting the exchange of knowledge and learning. * Provide MEAL backstopping support where needed to Country Programmes   **Advancing learning through Research and Evaluation:**   * Support the Regional MEAL Manager in developing and implementing a coherent ESA learning agenda that is aimed at generating evidence to support programme development, advocacy and campaigns, especially linked to the Save the Children Common Approaches. * Support country programs to develop a learning/research agenda and prioritize evidence and research initiatives so that they are using outcomes from our programming to design better projects and we are well positioned to tap into funding opportunities and partnerships. * Systematically monitor country programme research and evaluation activities and establish linkages with countries that have activities that directly contribute to the ESA learning agenda as well as those that contribute to generating evidence on Common Approaches to harvest evidence that feeds regional and global learning on what works for children. * Produce synthesised high quality research and evaluation outputs for different audiences (internal and external) to inform learning, programme development/improvement and advocacy efforts. * Design and implement an effective system disseminating research and evaluation findings as well as all other program learning within and beyond the ESA region, engaging Technical Specialists from Country Offices and Technical Advisors at the Regional Office. * Support country programmes in identifying suitable expertise for undertaking research that meets Save the Children quality standards, including management of a database of approved consultants * Monitor the funding environment for opportunities to fund research activities and make appropriate recommendations for country programs. * Identify and recommend or implement capacity building measures aimed at building research and evaluation capacity as well as stimulating a culture of inquiry, with a lens for our cross-cutting themes of Gender, Resilience and Disability. | |
| **SKILLS AND BEHAVIOURS (our 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 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 | |
| **QUALIFICATIONS AND EXPERIENCE**   * Master’s degree in international development or in one or more of Save the Children’s thematic areas (e.g. education, public health, nutrition, child protection, child rights and livelihoods& food security) * At least 6 years’ experience in Monitoring, Evaluation, Accountability, Learning and Research * Knowledge and demonstrated experience in designing and implementing research and evaluations * Ability to synthesise large reports and write concise briefs using infographics as well as produce and deliver high quality presentations * Understanding of the principles for creating and maintaining communities of practice * Demonstrated interpersonal skills, including the ability to collaborate effectively in networks and communities of practice * Excellent verbal and written communication in English * A flexible and resourceful attitude with the ability to manage and prioritise an unpredictable workload. * Proven analytical and problem solving skills in order to understand the range and content of the emergency programmes’ work and provide practical solutions to operational challenges. * Proven data analysis and report writing skills * Good understanding of child participation, child protection and child rights governance issues * Cross-cultural experience, understanding and sensitivity; * Strong self-starter who is able to take initiative * Commitment to Save the Children aims, values and policies, including child safeguarding and data protection * Excellent interpersonal and written and oral communication skills; | |
| **Date of issue: 5/2/18 Author : Regional MEAL Manager** | |