

## SAVE THE CHILDREN INTERNATIONAL JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Monitoring, Evaluation, Accountability and Learning (MEAL) Manager
REPORTING TO	Project Director
DEPARTMENT/UNIT	Program Development and Quality
JOB GRADE	National
DURATION OF CONTRACT	Fixed Terms
DUTY STATION	Lilongwe, Malawi
TEAM/PROGRAMME:	Climate Resilient Health and Wellbeing for Communities in Southern Malawi

**Child Safeguarding:** Level 3- The responsibilities of the post may require the post holder to have regular contact with children or young people and, in the overseas context all posts are considered to be level 3 posts in view of potential situations which may allow staff unsupervised access to vulnerable children and young people.

### SCOPE/ROLE PURPOSE:

The MEAL Manager is responsible for management and delivery of all programme M&E deliverables, including all elements of survey design, analysis and report writing. These products will include qualitative and quantitative survey tools, sample frameworks and reports for baselines and annual measurement surveys as well as routine indicator tracking outputs. The MEAL Manager will also be responsible for developing, implementing, and strengthening of MEAL systems for the Climate Resilient Health and Wellbeing for Communities in Southern Malawi. He/She is responsible for: developing and leading the implementation of annual MEAL plans; developing and disseminating MEAL tools; training staff, communities and partners in key MEAL concepts and skills that are relevant to their needs; and documenting and disseminating key learnings from MEAL and research results in support of the strategic objectives of the program. S/he is responsible for guiding teams in each program component in achieving program outcomes/impact and ensuring that the program is timely accountable to beneficiaries and other stakeholders in line with Save the Children's and donors' policies and practices. He/She maintains vibrant coordination and effective relationships with his/her team, colleagues, external partners, supporters, relevant Government departments and other NGOs. The MEAL Manager undertakes this role in close collaboration with other programme staff in consultation with the National MEAL manager and the Program Director.

**Reports to:**

- **Directly – Project Director**– Climate Resilient Health and Wellbeing for Communities in Southern Malawi
- **Dimensions:** Works with multiple consortium programme teams and implementing partners
- **Staff directly reporting to this post:** MEAL Officer

**KEY AREAS OF ACCOUNTABILITY:****Monitoring and Evaluation**

- Develop quarterly and annual Monitoring, Evaluation, Accountability and Learning Plans for the Climate Resilient Health and Wellbeing for Communities (CRHWB) in Southern Malawi.
- Provide leadership in reviewing MEAL frameworks, plans and tools for the Climate Resilient Health and Wellbeing for Communities in Southern Malawi.
- Support implementing partners to design effective Monitoring and Evaluation Plans and tools!
- Provide Monitoring Evaluation, Accountability and Learning related support to MEAL officers under his/her supervision. This includes coordinating routine monitoring, supervision, mentorship, and training of relevant partners in MEAL methodologies and tools.
- Provide leadership in the initiation and conducting of the baseline, mid-term, and end term evaluations for each of the programme.
- Produce high quality analysis reports to illustrate the programme's progress, and impact.
- Ensure that program adheres to minimum operational standards as prescribed in the SC Quality Framework
- Conduct data quality assurance exercises.
- Ensure full compliance with all grants related reporting requirements and their timely submission.

**Learning**

- Facilitate the compilation and submission of high-quality assessment reports (baseline, mid-term and end-line studies) in a timely manner.
- Develop and manage relevant Management Information System and tools for Nirad Programme
- Document and share program performance and learning (through monthly, quarterly, and annual reports, etc.) to inform on-going implementation and future programming.
- Make recommendations on changes in program design or general management based on findings from MEAL and analysis of trends.
- Participate in the Monitoring Evaluation and Research technical Working Group as delegated by Save the Children (Malawi)
- Represent the Climate Resilient Health and Wellbeing for Communities in Southern Malawi at relevant forums as requested by the Project Director and SCI leadership at relevant levels.
- In coordination with program staff, ensure proper and regular documentation of lessons learned, case studies and best practices.
- Provide leadership and technical support in the design and implementation of Climate Resilient Health and Wellbeing for Communities in Southern Malawi studies, assessments and learning in coordination with the Project Director, Technical Advisor Lead and PDQ staff.

### **Accountability**

- Ensure that all staff in the Climate Resilient Health and Wellbeing for Communities in Southern Malawi Project fully understand and promote accountability to the general beneficiary population and children, through training and coaching.
- Contribute to the establishment of feedback mechanisms to mainstream accountability across the program interventions.
- Ensure establishment of appropriate feedback mechanisms that are contextual, effective, accessible, and safe to beneficiaries.
- Ensure that feedback and complaints from beneficiaries are properly recorded and acted upon (submitted to management for review and actioned to improve programming and enhance accountability).

### **Capacity Building**

- Ensure appropriate MEAL staffing for the Climate Resilient Health and Wellbeing for Communities in Southern Malawi.
- Contribute to performance management of MEAL staff within the Climate Resilient Health and Wellbeing for Communities in Southern Malawi Project in cooperation and collaboration with the Project Director, TAs for GESI, WASH, Solarization and Climate and Health Systems.
- Provide capacity building, technical support and training to program and MEAL staff to ensure MEAL is consistently and systematically integrated in the program (identification of training needs and conducting trainings to address the capacity gaps)
- Maintain coordination and effective relationships with his/her team, colleagues, external partners and supporters, relevant Government departments and other NGOs.

## **SKILLS AND BEHAVIOURS (SCI 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 support to improve performance and applying appropriate punishments when results are not achieved.
- Compile accountability key performance indicators for the project

### **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 personal vision for Save the Children, engages and motivates others.
- Future orientated, thinks strategically.

### **Collaboration:**

- Builds and maintains effective relationships, with his/her 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**

- Bachelor's degree in computer science, Biostatistics, Epidemiology, public health Demography, or related field
- Master's degree in a related field or a related post graduate level qualification will be preferred.
- Experience in managing programs focusing on climate change and health Child Protection, Sexual and Reproductive Health is an added advantage

**EXPERIENCE & SKILLS.****Essential**

- At least 5 years hands-on experience in Monitoring Evaluation and research work in the health and climate sectors or related development fields, preferably with a non-governmental organization.
- High level ability in quantitative as well as qualitative research methods.
- Demonstrated knowledge and skills in quantitative and qualitative methods for measurement of learner achievement.
- Considerable experience in designing and maintenance of management information systems and tools.
- Excellent analytical skills and ability to effectively use different data analysis packages (SPSS, Excess, STATA, and similar statistical packages).
- Familiarity with mobile data collection platforms such as KoboCollect, ODK or SuveyCTO.
- High level understanding and ability to develop terms of reference (ToRs) for independent consultants, supervision of independent consultants, and reviewing research/evaluation reports.
- Ability to communicate complex scientific data to communities, program staff, and partners in simple and clear manner.
- Good personal organizational skills, including time management, and ability to meet deadlines and work under pressure.

**Desirable**

- Experience of working in a busy INGO environment
- Good communication and interpersonal skills and ability to work as part of a team.
- Commitment to and understanding of Save the Children's aims, values and principles.
- Willingness to travel to field offices and work in challenging environment from time to time.



- Ability to work within a multicultural setting.

#### **Additional job responsibilities**

The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to perform additional duties within reasonableness of their level of skills and experience.

#### **Equal Opportunities**

The post holder is required to perform the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

#### **Health and Safety**

The post holder is required to perform the duties in accordance with SCI Health and Safety policies and procedures.

<b>JD written by:</b>	<b>Date: 01 January, 205</b>
<b>JD agreed by:</b>	<b>Date: 09/30/2025</b>
<b>Job Description updated by:</b>	<b>Date:</b>
<b>Evaluated</b>	<b>Date:</b>