Senior Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator

- **Vacancy for:** 1
- **Posted on:** May 16, 2018
- **Deadline:** May 25, 2018, 5 p.m.

GRADE: 3+

TEAM/PROGRAMME: MEAL/PDQ

LOCATION: Kathmandu with frequent field visit

CONTRACT LENGTH: Fixed term until January 2019 with possible extension

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 is the leading independent organization for children. We save children's lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners from civil societies and government, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives. We reach approximately two million population and invest over 30 million US dollars annually to reach more children than ever before, through programmes in Health and Nutrition, Education, Child Rights and Governance and Child Protection, Child Poverty, HIV and AIDS, and Humanitarian.

The primary responsibility of the postion holder is to manage MEAL functions of Education program for both development and education in emergencies (EIE) projects. S/He will be responsible to ensure global MEAL framework including Knowledge Management systems are operating in education program. Similarly, the position holder will provide technical support in designing new project logframe/result frameworks, coordinate baseline, mid-term and final evaluation. The Senior MEAL Coordinator will also be responsible to manage information/data and update regularly. S/He will be responsible to ensure country as well as SCI global reporting requirements related to education program and act as a focal person for Community Based Education Management Information System (CEMIS) at the County Office.

KEY AREAS OF ACCOUNTABILITY :

Program Design:

- Take lead in conducting situation analysis as per requirements
- Review project log-frame/result frameworks and provide technical inputs
- Ensure results and indicators are aligned with country strategy plan (CSP) in new projects
- Ensure all projects have MEAL plan and facilitate to develop MEAL plan of new projects
- Prepare annual educational research plan such as; baseline, mid-term, final evaluation and research

Baselines and Evaluations:

- Prepare Terms of Reference (ToR) for baseline, mid-term, final evaluation and research
- Design study including sampling frame, methodology and data collection tools
- Involve in consultant selection process
- Ensure CEMIS survey is conducted on timely manner in program districts

Monitoring and Reporting:

- Support project team in developing and/ or updating quality benchmark
- Conduct periodic program monitoring visits and provide feedback to the program team
- Follow up with project team for implementing agreed actions plan developed after monitoring
- Provide technical support and guidance to program team in planning, monitoring and reporting
- Provide technical inputs in preparing Country Annual Plan (CAP) of education program
- Lead in preparing Country Annual Report (CAR) by coordinating with project team
- Involve with project staff to collect case studies/success stories of different projects
- Provide technical guidance to the education team members in conducting annual indicator surveys (including sampling, data analysis and reporting)

- Provide technical guidance in conducting Learning Assessment (LA) test, using Early Grade Reading Assessment (EGRA) and Numeracy Boost tools

Data/Information Management:

- Gather, compile and update project information and available secondary information periodically
- Review and provide inputs on developing OPMIS for new projects
- Prepare brief of research, evaluation, assessment, survey and share within and beyond the program
- Upload reports (baseline, mid-term, final evaluation, reseach) in SCI evaluation repository in OneNet
- Develop and maintain sectoral database on beneficiary coverage (total reach) and share with team on a regular basis (Monthly, quarterly, annually)

Accountability:

- Provide inputs in strengthening accountability mechanism in existing and new projects
- Provide regular support to project team in the areas of accountability, e.g. information sharing and feedback/ complaint mechanism
- Review monthly accountability report and coordinate with projects team to ensure feedback/complains are responding on timely manner

Evaluation and Learning:

- Prepare ToR reference for conducting mid-term and final evaluation
- Coordinate project evaluation and ensure evaluation reports are produced as per agreed standards
- Ascertain the Knowledge Management system being used within the education theme and determine how it is working and how it can be improved
- Identify information required by education team to learn and improve project design

Coordination, Representation and Others:

- Coordinate with MEAL colleagues within PDQ and program operation department
- Co-ordinate with SC Members as per need
- Represent SC at national and international as necessary
- Provide MEAL support during emergency situation

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

QUALIFICATION

- Master's degree in related Social Science, preferably in Education

EXPERIENCE AND SKILLS

- At least 5 years of experience in program design, monitoring & evaluation and/or research

Skills

- Strong interpersonal communication skills
- Coordination and negotiation skills
- Analytical and effective resource mobilization skills
- Ability to adopt innovations in the program
- Higher degree of taking initiatives and has ability to work independently
- Sound computer skills on word processing, PowerPoint, and other basic computer software
- Ability to work in a complex environment with multiple tasks; able to work in short deadlines with intense pressure
- Report writing skills

Applying Procedure

Apply Link : https://merojob.com/senior-monitoring-evaluation-accountability-and-learning-meal-coordinator/