

TERMS OF REFERENCE

POSITION:	Monitoring Evaluation Accountability & Learning (MEAL) Advisor – TDQ Unit
UNIT:	
PLACE OF WORK:	Save the Children Italia (Roma) with overseas travel where required
LINE MANAGER:	TDQ Head of Unit
MANAGEMENT RESPONSABILITY:	No
BUDGET HOLDER:	No
CONTRACT TYPE:	Project Contract
PERIOD:	Up to December 2014

INTRODUCTION TO SAVE THE CHILDREN

Save the Children is the world's leading independent organisation for children.

OUR VISION is a world in which every child attains the right to survival, protection, development and participation.

OUR MISSION is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives

Save the Children Italia (SC Italia) was created as an ONLUS in 1998 and is now a prominent member of Save the Children International.

SAVE THE CHILDREN'S VALUES:

ACCOUNTABILITY: We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.

AMBITION: We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.

COLLABORATION: We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.

CREATIVITY: We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.

INTEGRITY: We aspire to live to the highest standards of personal honesty and behavior; we never compromise our reputation and always act in the best interests of children

To finance our work we depend on the support of the general public, volunteers, the corporate sector, governments and international donor agencies.

JOB PURPOSE

In 2012 Save the Children Italia (SCIT) created a dedicated unit on thematic development and quality (TDQ) within its international programs. In this context, a 2012 – 2015 strategy was drafted to define the main thematic priority areas for SCIT in the new SCI context, including sub thematic areas and quality management. A Monitoring, Research and Innovation Advisor is required to ensure the quality of our MEAL systems and approaches, to ensure that learning is included in our strategic planning and program development and to ensure that innovation and best practices are encompassed in SCIT supported projects. The Advisor will contribute to improving program quality by providing direction in the design, implementation and evaluation of improved data collection, monitoring and evaluation, analysis and data use efforts. The post-holder will roll out support for Country Offices to meet/exceed the SCI quality standards, in coordination with SCI's head offices and the Global Initiatives.

The MEAL Advisor will develop and implement a realistic MEAL strategy and system, ensuring that they are institutionalized within the existing project cycle management framework, and that staff have the capacity to implement them. The MEAL Advisor will have a key role in rolling out a MEAL framework and systems with a focus on SCIT's most strategic programs.

RESPONSABILITIES:

- Support and coaching to COs in drafting effective M&E plans;
- Support in drafting and/or revision of M&E plans (including theme-specific indicators) in strategic proposals for SCIT;
- Monitoring and top level analysis of project/program indicators;
- Design, development and management of research (including innovation);
- Represent SCIT in International (SCI) working groups.

EDUCATION, COMPUTER AND LANGUAGE SKILLS

- Post graduate degree in development, related social science or program M&E
- Fluency in English and Italian

EXPERIENCE AND QUALIFICATION

- Significant international experience in developing and implementing M&E systems
- Previous experience in leading teams and building M&E team capacity (developing training tools, training, coaching and mentoring)
- Experience in all aspects of program development
- Ability to analyze information, evaluate options and to think and plan strategically
- Excellent interpersonal, communication and representation skills
- Ability to present complex information in a succinct and compelling manner, and to use innovative forms of communication

SKILLS AND BEHAVIOURS (OUR VALUES IN PRACTISE):

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving results together with children 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.
- Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding.

Ambition:

- Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same.
- Widely shares personal vision for Save the Children, engages and motivates others.
- Future oriented, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with own team, colleagues, members, donors and partners.
- 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.
- Always acts in the best interests of children.

PERSONAL SKILLS AND OTHER:

- Demonstrable commitment to the vision, mission, values, principles, aims of Save the Children.
- Sensitivity/appreciation of diversity and ability to derive added-value from it.
- Proven ability of team working.
- Self motivated, flexible and proactive.