

TERMS OF REFERENCE

POSITION:	MEAL Senior Officer
SECTOR:	Monitoring, Evaluation, Accountability and Learning
PLACE OF WORK:	International Programmes/ Thematic Assistance and Programme Quality Dep.
LINE MANAGER/REFERENT:	Save the Children Italia (Roma) with overseas travel where required
CONTRACT TYPE	Head of Thematic Assistance and Programme Quality
PERIOD	Tbd
SALARY	12 months
	<i>Range between €28.000 and €30.000 annual gross</i>

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.

KEY AREAS OF ACCOUNTABILITY:

Monitoring and Evaluation (M&E):

- Oversee planning of needs assessments in SCIT high priority programmes within our portfolio in coordination with other external sector agencies, ensuring assessment findings are documented and include an analysis of children's needs. Lead development of Save the Children's regional programme baseline surveys where required.
- Lead development of M&E plans for SCIT portfolio programmes and their roll out.
- Support sector technical staff to carry out monitoring and evaluation of project activities as agreed in M&E frameworks and plans.
- Contribute to child-focused and child-led programme implementation, by promoting child-friendly qualitative methodologies in MEAL processes
- Ensure that data collection and entry methodologies used in SC IT programmes are standardised, enabling the specific vulnerabilities of different target groups to be captured and analysed.
- Supervise and support the setup of systems in SC IT's programmes to manage complex information generated by MEAL activities, such as complaints databases and qualitative outcome monitoring data systems.

Accountability & Participation:

- Ensure that programme staff in SCIT' priority countries fully understands and promotes accountability to beneficiaries, and to children in particular, through training and coaching. Ensure that programme activities are designed to promote feedback and response mechanisms and include systems to effectively manage complaints.
- Support the establishment of accountability systems for staff, partners and beneficiaries in SCIT's priority countries to enhance effective accountability for Save the Children and Partners. Ensure accountability, protection and participation-related indicators and produce relevant reports consolidating data by programme teams.

Representation & Organisational Learning:

- Represent the Organisation in key events and meeting when required
- In collaboration with MEAL colleagues in priority countries, feed in learning, experiences and evidence to relevant global advocacy objectives.

Technical supervision, and capacity building of staff:

- Management of staff and MEAL activities in International Programmes Division
- According to SCIT MEAL strategic commitments: Strengthen and execute a Monitoring and Evaluation system which will drive our quality programming; Develop and execute a Learning System on identified programming strategic priorities; Contribute to leveraging knowledge in SCA on SC IT's high priorities, generating evidence, improving learning and generating innovation (new methodologies, approaches, best practices, tools); Ensure alignment with and use of SCA's Quality Framework
- Work with programme teams in SCIT's priority countries and support development of sector log frames, plans, and monitoring and evaluation frameworks and plans.
- With support from colleagues, support fundraising, including contributing to the regional proposal writing and review of country based proposal to ensure MEAL activities and costs are adequately covered.
- Identify learning and training opportunities for MEAL staff and work as a mentor for less experienced staff

- Conduct training and awareness raising activities for operations and programme technical staff at field and country-office level regarding MEAL priorities and quality standards.

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.

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, colleagues 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, takes responsibility for his/her own personal development and encourages his/her team to do the same
- Future orientated, thinks strategically and on a global scale

Collaboration:

- Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues, external partners and supporters
- Works collaboratively to achieve shared goals and thrives on diversity of people and perspectives; knows when to lead and when to follow and how to ensure effective cross-boundary working.
- Communicates clearly and confidently with others to engage and influence; promotes dialogue and ensures timely and appropriate messages, building confidence and trust.
- Invests time and energy to actively develop self and others to help realise their full potential, and to build the organisation's capability for the future.

Creativity:

- Applies the required technical and professional expertise to the highest standards; promotes and shares best practice within and outside the organization.
- Develops and implements innovative solutions to adapt and succeed in ever-changing and uncertain global and working environments.
- Takes effective, considered and timely decisions by gathering and evaluating relevant information from within or outside the organization.

Integrity:

- Honest, encourages openness and transparency, builds trust and confidence
- Displays consistent excellent judgement

QUALIFICATIONS AND EXPERIENCE**Essential:**

- Education to Masters level in a relevant subject or equivalent field experience
- Significant experience undertaking M&E/MEAL-related roles (at least 3 years)
- Proven skills in working with both quantitative and qualitative methodologies and analysis

- Demonstrated strong monitoring and evaluation skills, including planning/participating in evaluations
- Previous experience of managing projects and staff (at least 5 years)
- Proven capacity to supervise, train and coach staff
- Experience establishing systems of community participation and accountability
- Significant experience in designing and managing assessments and evaluations (at least 3 years)
- Ability to work both in a hands on implementation and advisory capacity
- Available to travel frequently
- Experience of contributing to successful funding proposals for donors
- Ability to write clear and effective assessment and project reports with high level of written and spoken English
- The capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances.
- Commitment to the aims and principles of Save the Children. In particular, a good understanding of the Save the Children mandate and child focus and an ability to ensure this continues to underpin our support.