

Job Description – Monitoring, Evaluation, Accountability and Learning (MEAL) Officer (CDRR)	
TEAM/PROGRAM: Development Program	LOCATION: SUVA
GRADE: Level 5	
<p>INTRODUCTION:</p> <p>Save the Children International (SCI) is the world’s largest independent child rights organisation, making a difference to children’s lives in more than 120 countries. From emergency relief to long-term development, Save the Children promotes a child’s right to development, survival, participation and protection.</p> <p>Save the Children was established in Fiji in 1972, with a core focus on promoting equity in education and advancing children’s rights in accordance with the United Nation’s Convention on the Rights of the Child. Currently Save the Children Fiji (SC Fiji) employs ~30 staff across two offices in Suva and Labasa. SC Fiji thematic programs include Education, Health, Child Protection and Participation, Child Rights, Disaster Risk Reduction and Humanitarian Response.</p>	
<p>ROLE PURPOSE:</p> <p>Reporting to the Project Manager (DRR), the MEAL Officer (DRR) is responsible for undertaking monitoring, evaluation, accountability and learning activities under New Zealand’s Partnerships for International Development Fund project in partnership with Save the Children New Zealand - “<i>Child Centered Disaster Risk Reduction (CDRR) in Fiji</i>”. Working closely with the Fiji Government and selected Civic Society partners with the beneficiaries in the target areas for the Child Centred Disaster Risk Reduction (CDRR) project. The incumbent will monitor and advise the quality of the CDRR project. He/she will serve as a focal point and liaison for carrying out monitoring surveys; and collating and analysing the data from the communities. The incumbent will serve as a focal point for liaising with the project team members to prepare and support any required assessments, surveys, focused group discussions, other community engagements. The incumbent will ensure these are carried out to a high quality standard and the data used to inform programme development and improvement.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Project Manager (CDRR)</p> <p>Staff directly reporting to this post: None</p>	
KEY AREAS OF ACCOUNTABILITY	Deliverables
<p>I. Program Delivery, Management and Quality Assurance</p> <ul style="list-style-type: none"> • Participating in reviewing and updating SCF’s Country Strategic Plan in accordance with the changing needs of children in Fiji, SCI’s global emergency and disaster risk reduction objectives and work practices • Establish a participatory MEAL framework for the project against the project indicators • Prepare and support development of high quality surveys and reviews and for the project. • Collating and analysing the digital data and ensuring its quality • Supporting learning from relevant best practice internally and externally (particularly on child-centeredness of national DRM processes, child participation, livelihoods) to strengthen disaster resilience) • Monitoring implementation of relevant program approaches and standards, and assessing performance against agreed program objectives and indicators • Delivery of quality periodic MEAL reports to the Project Manager (DRR) • Document programme learning, and incorporate analysis and lessons learned into future DRR policy and planning • Undertake all other official duties as directed by the SCF CEO 	<ul style="list-style-type: none"> • MEAL Framework established for the project • High quality assessments tools developed to capture high quality and indicative data • Activities for the project regularly monitored and evaluated • Digital data from surveys and reviews analysed and shared • Quality periodic reports developed against the project objectives and indicators

<p>2. Program Development and Fundraising</p> <ul style="list-style-type: none"> • Provide regular updates on MEAL for the CDRR project to the Project Manager (DRR), Program Manager, CEO and SCF Board, the donor and ensure the reports all are completed to a high-quality standard and within designated timeframes • Incorporate analysis and lessons learned into new strategies, proposals and activities • Ensure MEAL interventions are designed using rights based principles, on an understanding of gender relations and that programmes seek to support the different needs and opportunities of women, men, boys and girls in Fiji. 	<ul style="list-style-type: none"> • Regular MEAL updates provided to the relevant managers • Lessons learnt documented and developed into new strategies • MEAL interventions designed using rights-based principles
<p>3. Performance Management and Capacity Building</p> <ul style="list-style-type: none"> • Build capacity of colleagues and partners in digital data collection and uploading • Contribute to training on MEAL with SC Fiji staff on a planned and regular basis • Plan and integrate evidence from CDRR project into future planning and resilience building programmes for development and replication • Report to the CEO, and/or Child Protection Focal Points, any violations of SCF personnel policies and Code of Conduct. 	<ul style="list-style-type: none"> • SC Fiji staff supported in digitalised data collection • Regular monitoring conducted in close liaison with the project beneficiaries • MEAL trainings conducted with SC Fiji staff on a planned and regular basis • Evidence integrated into future planning and resilience building programmes for development and replication
<p>4. Networking, Presentation and Advocacy</p> <ul style="list-style-type: none"> • Build strong relationships with relevant government bodies and the communities (particularly NDMO, MoE, CSOs, SC members and any other key stakeholders. • Promote utilisation and openness of digitalised information • Represent Save the Children Fiji Country Programme at all levels and advocate Save the Children’s position and learning to influence policy and practice of government, donors, I/NGOs, the UN and other civil society organisations in relation to disaster risk reduction • Provide input to the CDRR programme team in knowledge management (evaluation design, documenting best practices, generating materials for advocacy etc) Support the country office to contribute to global DRR evidence creation 	<ul style="list-style-type: none"> • Collaboration and coordination of Save the Children DRR programmes • Advocacy priorities are identified and appropriately aligned with programming, the annual plan with SCF and SCI global initiatives • Context and risk analysis is strengthened and created knowledge utilized by all stakeholders
<p>5. Budget and Operational Management</p> <ul style="list-style-type: none"> • Implement activities within budget lines with relevant documentation in line with the policies and procedures of SCF • Ensure compliance to financial requests and reporting as required by the board, SCI members and donors including comparisons of budget vs actual expenditure, fixed asset registers etc. • Understand and follow organisational policies. This is inclusive of the Vehicle Use Policy, Per Diem Policy, Child Protection Policy, Financial Procedure Policy and Employee Terms and Conditions. 	<ul style="list-style-type: none"> • Budget reserved for MEAL interventions is efficiently utilized • Organisational policies are followed

SCI VALUES & DEMONSTRATED BEHAVIOURS ~ Our Values in Practice

<p>Accountability: We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.</p>	<ul style="list-style-type: none"> • Is happy to take responsibility where the necessary skills exist or can be developed. • Is able to learn from mistakes and successes. • Enjoys the idea of a challenge and associated learning. • Is committed and actively seeks out development opportunities. • Is able to seek out assistance/resources where required. • Demonstrates personal drive and is able to set own goals and objectives.
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<p>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.</p>	<ul style="list-style-type: none"> • Works towards and achieves set goals & objectives. • Committed to quality & continuous improvement in work efforts & activities. • Is proactive and pursues relevant opportunities.
<p>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.</p>	<ul style="list-style-type: none"> • Can quickly find common ground and solve problems for the benefit of all. • Is fair and reasonable to others. • Can solve problems with peers with minimal disruption. • Is a team player, is cooperative and encourages collaboration. • Easily gains trust and support of peers.
<p>Creativity: We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.</p>	<ul style="list-style-type: none"> • Embraces and supports organisational change. • Acts as a change agent and encourages others to embrace change. • Presents relevant new ideas to peers and manager/supervisor. • Is seen as value-adding within the workplace.
<p>Integrity: We aspire to live the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children.</p>	<ul style="list-style-type: none"> • Acts with authenticity and is accountable for own words & actions. • Acts with honesty and transparency in all dealings and admits mistakes. • Ensures high levels of confidentiality relating to both data and verbal communication. • Behaviour is in accordance with SCF policies and Code of Conduct. • Is aware of the impact of own behaviour on others and manages behaviour accordingly. • Can present the accurate truth in an appropriate and helpful manner. • Doesn't misrepresent him/herself for personal gain.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Diploma/Bachelor's degree in Community Development, monitoring and evaluation any other relevant field and at least 3year experience working in an NGO, protection-related institution or corporate environment, experience working with communities and a wide range of stakeholders
- Understanding of, the Convention of the Rights of the Child and other international human rights law instruments and DRR standards
- Demonstrated previous experience in digital data collation and analysis, reporting, monitoring systems and working with children
- Strong skills in excel and other data management software
- Good command of the English and Fijian languages
- Experience working, coordinating and collaborating with partners and key stakeholders including children, parents, community health workers, teachers, local and national authorities, I/NGOs CSOs, the UN and the corporate sector
- Commitment to and understanding of Save the Children's aims, values and principles including a sound understanding of, and experience in, the child rights-based programming
- High levels of computer proficiency including MS Office suite packages

Desirable:

- Experience in knowledge and data-base management
- Experience in Open Data Kit (ODK) Kobo softwares and other data collection softwares is added advantage
- Fluency in Hindi an asset
- Experience working with NGO's
- Demonstrated ability in community mobilisation and community-level dialogue
- Excellent communication and influencing skills
- Ownership and accountability of one's work and high levels of confidentiality and integrity (relating to both data and verbal communication).
- A valid class 2 driver's license

Additional:

- Any offer of employment at Save the Children Fiji will be subject to a satisfactory National Police Record Check
- Employees must sign onto Save the Children Fiji's Child Safeguarding Policy and Code of Conduct.
- Some out of hours work and periodic travel will be required in this position.

- Ongoing performance and employment will be measured against Key Performance Indicators, values and demonstrated behaviours outlined above.

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Author: Amita Jhoti Prasad

Signed: Chief Executive Officer, Iris Low-McKenzie

