

# Regional Monitoring, Evaluation, Accountability and Learning (MEAL) Technical Advisor

## Position Description

<b>Reporting to:</b>	Pacific Regional PDQ	<b>Work location:</b>	Aus/NZ/Pacific timezone
<b>Department:</b>	International Programs	<b>Budget holder:</b>	No
<b>Team:</b>	Pacific Regional PDQ	<b>Direct reports:</b>	Nil

## Here you'll make a difference

*At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.*

The Pacific Regional MEAL Technical Advisor will use their technical expertise, contextual understanding and relationship building skills to strengthen our MEAL technical offer and raising the quality, consistency and effectiveness of MEAL throughout the region, including establishing high quality systems and practice. The role is expected to work closely with Country Office teams, as well as the Regional Strategy, Evidence & Learning Advisor, Thematic Leads, and Regional Operations teams. The position is expected to be Country Office-facing in approach and to work collaboratively with Programme Development & Quality, Programme Operations/Awards, and Advocacy & Campaigns. In the event of a major humanitarian emergency, the role holder is expected to work outside the normal role profile and be able to vary working hours accordingly.

## Here your skills will be valued

### Role requirements

#### Establish and maintain high-quality monitoring and evaluation systems, tools, practice and processes

- Develop and support the use of MEAL frameworks, tools and processes to measure performance and quality across the Pacific region.
- Develop and support MEAL tools to ensure that project teams are able to collect high-quality data for monitoring and decision making, including the use and monitoring of Quality Benchmarks.
- Develop and support the rollout of assessments, monitoring activities, research, and evaluations
- Support the design of technical assessments and feasibility studies
- Provide advice and feedback on high priority / strategic donor reporting projects, programmes and opportunities.
- Ensure countries are trained and equipped for routine data collection, analysis and use of evidence, including disaggregation for gender and disability, to document outcomes, innovate and learn what works for children, and inform management, policy and programme solutions. This includes responsible data management as per SCI / SCA guidelines.
- Ensure monitoring and evaluation systems are used effectively to communicate outcomes and performance in all programme settings, including humanitarian response.
- Support proposal work where needed, including logframe and design aspects of proposal development and donor reporting
- Develop and support MEAL emergency preparedness and response within existing country MEAL frameworks, systems, tools and processes, adhering to the Core Humanitarian Standards, Sphere Charter and Red Cross Code of Conduct.

- Champion knowledge management through the development and use of platforms that store and display evidence and learning that is made accessible and actively used between country programmes
- On occasion, provide surge support by filling in for vacant Senior MEAL roles or providing backstopping to humanitarian responses.
- Systematically identify, document, share and use learning from Save the Children and others' work, in order to continuously adapt and improve our programming. This includes learning agendas, learning workshops and Real Time Review, action planning and tracking of learning uptake.

### **Build MEAL capacity and strengthen coordination of MEAL staff and other staff involved in MEAL aspects (including implementing partners)**

- Foster an organisational culture that recognises the importance of MEAL, not just for MEAL staff but for staff more widely, that embraces open thinking, innovation, evidence-based decision making, and an appetite for learning that protects space for analytical thinking and reflection.
- Identify and promote MEAL capacity building requirements and opportunities, guided by the MEAL Technical Competency Framework, supporting MEAL capacity building in the region.
- Provide distance and face-to-face training and coaching/mentoring on MEAL systems, tools, processes. This also includes sensitisation to organisationally-agreed software for data collection and analysis.
- Adapt and actively communicate globally-available induction materials on MEAL for new staff, as well as high quality, professional publications or communications materials that reflect quality programme outcomes.
- Support recruitment of senior-level MEAL staff in the Country Offices.
- Actively engage with the Regional MEAL Community of Practice, and participate in relevant SCI MEAL forums where appropriate, especially to understand global guidance, learning and evidence.

### **Health, Safety, Security and Risk Management**

- Be a role model for safety and security, including complying with all safety instructions and training given at the workplace.
- Act in a safe manner at all times, including complying with all safety instructions and training given at the workplace
- Participate in, and contribute to, health and safety awareness and improvements
- Report all incidents, injuries and potential hazards in a timely manner
- Be aware of, and consider, the risks associated with your team's everyday work and ensure appropriate mitigation measures are applied
- Ensure staff have completed all required training and have up-to-date background and working with children checks
- Lead and promote a culture of strong governance promoting employee health, safety and security and operational risk management

### **Child protection and safeguarding requirements**

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

- Ensure staff have completed background checks and are trained in child safeguarding in line with organisational and program requirements

### **All roles at Save the Children contribute to our impact for children.**

At Save the Children and 54 reasons, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

## **Here you'll belong**

*It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:*

### **Essential knowledge or experience**

- At least 7 years of experience in a MEAL or related role within a development and/or humanitarian context.
- Experience and knowledge of MEAL systems, including robust and responsible data collection and use.
- Experience and knowledge of evidence generation and learning on what works (and doesn't work) for children, including designing/commissioning, implementing and applying: technical assessments, base and endline studies, MEAL tools, evaluations and research, learning workshops and learning agendas.
- Experience in MEAL capacity building, including training, supervising, coaching and mentoring
- Advanced knowledge of research ethics and their application, particularly as it relates to children and other vulnerable groups
- Advanced knowledge of research design, complex survey design and analysis, quantitative and qualitative methods and analysis, and sampling methods, as experiencing applying these designs and methods in low-resource settings
- Advanced proficiency in KoBoToolbox, including coding of .xls forms
- Advanced proficiency in quantitative data analysis software, including Excel (mandatory) and R, SPSS, or Stata (desirable)
- Advanced proficiency in data visualization tools like PowerBI or Tableau.
- Ability to prepare and facilitate technical MEAL trainings and workshops across countries in the region (including remotely).
- Skilled at communicating and influencing across relevant teams and offices.
- Demonstrable analytical and problem-solving skills.
- Strong remote-working abilities and ability and willingness to change work practices and hours in the event of major emergencies.
- Fluency in English and excellent written and oral skills.

### **Desirable**

- Experience or knowledge of working and living in the Pacific
- Experience of promoting quality and impact through at least one cross-cutting area: gender equality and inclusion, adaptive and safer programming; child rights; disability; displacement.
- Experience and knowledge of Save the Children's structure, mandate and child focus.

### **Required qualifications and/or accreditations**

- Degree in a relevant subject, e.g., Public Health, Demography, Program Evaluation, or a related subject. An advanced degree would be advantageous.

### Additional Information

---

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

<b>Driver's Licence:</b>	Preferred	<b>Travel:</b>	Required
<b>Working with Children Check:</b>	Required	<b>Assets:</b>	Laptop
<b>Classification Level:</b>	Individual Agreement		