

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

Reporting to:	Pacific Regional PDQ	Work location:	Aus/NZ/Pacific timezones
Department:	International Programs	Budget holder:	No
Team:	Pacific Regional PDQ	Direct reports:	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)

- Oversee the Pacific MEAL Uplift initiative, including coordinating the sequencing and timing of the pilot and rollout, working with a range of Head Office and Country Office stakeholders and reporting on progress towards agreed outcomes.
- Identify and promote ongoing MEAL capacity building requirements and opportunities, guided by the MEAL Technical Competency Framework, MEAL diagnostic results, and the capacity goals of the MEAL Uplift initiative.
- Provide distance and face-to-face 1:1 and group training and coaching/mentoring on MEAL systems, tools, processes. This also includes sensitisation to software (KOBO & PowerBi) for data collection and analysis, as well as improving basic data literacy and use of databases and reporting systems.
- 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.
- 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.
- Co-lead the Regional MEAL Community of Practice to provide guidance and learning

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

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 Policy](#) & [Code of Conduct](#)
- 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

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

At Save the Children, 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 and processes, including program monitoring, data collection and use.
- Experience in MEAL capacity building, including training, supervising, coaching and mentoring, as well as strong facilitation skills.
- Experience in organisational change management processes
- Advanced knowledge of 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)
- Advanced proficiency in data visualization tools like PowerBI or Tableau.
- 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.
- Willing to travel to country and field offices in the Pacific.

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

Driver's Licence: Preferred **Travel:** Required

Working with Children Check: Required **Assets:** Laptop