

Program Quality and MEAL Manager

Solomon Islands Knowledge-Action-Sustainability for Resilient Villages (SOLKAS) Project Management Unit (PMU)

Position Description

Reporting to:	SOLKAS PMU Project Manager	Budget holder:	No
Work location and duration:	Honiara, Solomon Islands with up to 40% provincial travel to rural/remote areas Five years	Direct reports:	3

Solomon Islands Knowledge-Action-Sustainability for Resilient Villages (SOLKAS) Project

The Solomon Islands Knowledge-Action-Sustainability for Resilient Villages (SOLKAS) Project is one of the largest locally-led adaptation projects globally (USD 32M over 6 years), and one of the first with a strong focus on the education sector. Largely funded under the Green Climate Fund (GCF) with co-finance from the governments of Australia and New Zealand, it has been designed to reduce children, youth and communities' exposure to climate hazards and help build sustainable, resilient communities and livelihoods in the context of climate change.

Working with communities across six provinces, the project will strengthen resilience to climate change impacts by strengthening the capacities of national, subnational, and local governments, communities, and schools to understand, plan for and implement responses to the climate crisis. The project will achieve this through activities under three components:

1. Community-led development of adaptation plans, climate change knowledge and skills, and access to climate change information;
2. Resilient livelihoods, food and nutrition security, and school-level infrastructure; and
3. Institutional strengthening.

SOLKAS is a partnership between the Government of the Solomon Islands, through the Ministry of Environment, Climate Change, Disaster Management, and Meteorology (MECDM), and Save the Children Solomon Islands (SCSI). The Accredited Entity (AE) with overall accountability for the project to the GCF is Save the Children Australia (SCA).

Project implementation will be managed by a Program Management Unit (PMU) under the supervision of MECDM and SCSI commencing in 2024. Project activities will be delivered by SCSI and the relevant government department including Ministry of Rural Development, Ministry of Education and Human Resources Development, Ministry of Agriculture and Livestock, Ministry of Fisheries and Marine Resources, Ministry of Women, Youth, Children, and Family Affairs, and Ministry of Provincial Government and Institutional Strengthening.

Role Purpose

Reporting to the SOLKAS PMU Project Manager, the Program Quality and MEAL Manager is responsible for overseeing, leading and advising on program quality in addition to developing and leading implementation of the project's MEAL framework and strengthening the quality of the SOLKAS project. The position will support the program team to generate high quality evidence of intervention effectiveness to inform learning and adaptation. The role will manage systems and processes to

ensure high quality MEAL is undertaken and equip the program team with skills and tools to undertake robust data collection.

The number of direct reports will vary over the course of the six year project. This role will directly supervise contractors and consultants providing technical assistance, such as Livelihoods and Safeguarding Advisers. There will be a maximum of 10 direct reports over the course of the project period, although not concurrently.

Key Areas of Accountability

Staff Management, Mentorship, and Development

- Directly supervise consultants and contractors providing program-related technical assistance to the SOLKAS project, including performance management, coaching, and mentoring
- Promote a positive culture around MEAL and program quality through training, capacity building, and the development of processes and procedures that foster high-quality programming
- Identify and respond to the program quality and MEAL support needs of staff within the project team, including feedback, training, coaching, and mentoring
- Ensure that technical assistance contractors and consultants are coordinated and integrated with the larger project team and have clearly defined roles and responsibilities
- Support technical assistance contractors and consultants to proactively build and maintain technical skills and competencies required for implementing the project

Design and implementation of a comprehensive MEAL system

- Lead and oversee the development and implementation of a project MEAL system according to Save the Children standards and GCF requirements
- Ensure the project MEAL system is aligned to Solomon Islands government systems and practices
- Finalize the project's draft MEAL framework and lead implementation of all components of the framework, including MEAL activity planning; MEAL data collection, management, and analysis; MEAL reporting; accountability processes; and evidence and learning processes
- Establish and oversee the project's Feedback and Reporting Mechanism
- Ensure project partners and stakeholders, including children and youth, are engaged in MEAL through participatory processes
- Lead development of terms of reference for midline and endline external evaluations and support management of external research consultants

Program Quality

- Establish and maintain a strong working relationship with project staff, partners and other stakeholders
- Engage with project staff, partners, and other stakeholders to foster a culture of evidence building and learning
- Lead and manage documentation of good practice and program learnings and facilitate internal and external knowledge sharing
- Collaborate with technical specialists in disability inclusion, gender and safeguarding to ensure the project is inclusive and demonstrates high levels of accountability to the most vulnerable groups
- Provide feedback and recommendations for program quality improvement to project staff, the SOLKAS Technical Working Group, and other forums as requested.

Reporting

- Lead program quality and MEAL reporting for the project, including ensuring accurate data collection and processing for all program quality- and MEAL-related regular reporting including internal and external reports
- Review internal- and external-facing reports from a program quality perspective and, as necessary, provide feedback and support to project staff to uplift the quality of reporting
- Collaborate with the PMU Communications Coordinator to develop evidence-based, engaging reports (or other mediums) to communicate project impact, successes, and learning
- Support project partners with basic project-related MEAL reporting

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.
- Report all incidents, injuries and potential hazards in a timely manner.
- Ensure full integration and responsibility for the project's Environmental and Social Assessment and Residual Risk Management Plan, including appropriate mitigation measures.
- Ensure the project's Feedback and Response Mechanism is fit for purpose and functioning effectively at all times.

Child protection and safeguarding requirements

- Ensure that child safeguarding and safe programming is embedded in program quality and MEAL processes and procedures
- Maintain a safe and positive relationship at all times when working with children and young people.
- Comply with Save the Children's Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards
- Respond to any concerns for the safety or wellbeing of a child or adult in accordance with internal reporting processes

Person Specification

Essential knowledge or experience

- Demonstrated experience in program quality, monitoring and evaluation, research, and assessment of projects in development contexts, preferably in the Pacific
- Proven skills in research design, quantitative and qualitative methods and analysis, data collection tool design, complex sampling approaches, and statistical analysis skills
- Knowledge of data collection and analysis programs, including the ability to code tools for KoBoToolbox using .xls forms and analyze data using Excel
- Familiarity with gender analysis approaches and methods
- Strong written and visual communication skills with the ability to write clear and effective assessment and project reports in English
- Experience in building the capacity of program staff to effectively implement M&E systems
- Project management skills and ability to balance multiple tasks and priorities.
- Ability to work with diverse stakeholders and remote teams, working in both a supervised and unsupervised capacity

Desirable knowledge or experience

- Knowledge of the GCF's Integrated Results Management Framework (IRMF), Results Handbook, and Evaluation policy.
- Experience in child-centre approaches to MEAL
- Experience leading MEAL system design and implementation for environmental or climate-related projects
- Experience leading MEAL system design and implementation in the Pacific context

Required qualifications and/or accreditations

- Degree in relevant subject e.g., Public Health, Demography, International Development, Social Research and Policy, or relevant equivalent experience

Additional Information

- Any offer of employment will be subject to a satisfactory National Police Record Check and, where required, a Working with Children Check.
- Employees must sign on to the project's Child Safeguarding Policy and Code of Conduct.
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above.
- Travel may be up to 40% of the role and mainly to rural and remote provinces where the project works with target villages, schools and communities