



TITLE: Monitoring Evaluation, Accountability and Learning (MEAL) Officer	
TEAM/PROGRAMME: REALM/ SPQI Department	LOCATION: Ha Noi or Field Offices
GRADE: 5	CONTRACT LENGTH: Full time
SAFEGUARDING: (select only one) Level 3: the post holder will have contact with children and/or young people <u>either</u> frequently (e.g. once a week or more) <u>or</u> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.	
ROLE PURPOSE: The MEAL Officer is responsible to facilitate MEAL related works at projects and program level. He or she will collaborate with project/ program team to monitor and measure that projects' outputs, outcomes and impacts are achieved according to the agreed indicators, to facilitate capturing lessons learned in the implementation of different program activities and ensure lessons learned are integrated in program development. The MEAL Officer need to ensure QBs, Accountability and Learning fully functioned at in charged projects/ program and participate in MEAL initiatives such as internal evaluations/ learning events, program annual planning and reporting of CSP implementation and others.	
SCOPE OF ROLE: Reports to: MEAL Coordinator Budget Responsibilities: N/A Role Dimensions: Work closely with the designated Program/ Project Managers, PDQA team and Program Implementation (PI)/ project team.	
KEY AREAS OF ACCOUNTABILITY: Key Area I: Research and Evaluation <ul style="list-style-type: none"> Contribute to the implementation of the research plan in the Country Office. Lead the implementation of assessments and surveys including Baseline, mid-term, End line assessments, and assessment tools covering relevant project indicators as needed. To ensure management responses of evaluation and actions after research are tracked and updated as quarterly basic. Key Area II: Accountability <ul style="list-style-type: none"> Work closely with program team to ensure all project staff, including partner staff, fully understand and promote accountability through trainings, workshops and campaigns. Ensure that the Feedback and Reporting Mechanism (FRM) and tools is used in all project sites. Collaborate with Accountability Focal Point in reporting and investigation of complaints and feedback as and when needed. Ensure accountability trackers to document and update information of status and follow up actions. Key Area III: Monitoring <ul style="list-style-type: none"> Develop Accountability, Learning and Monitoring tools/approaches for the project monitoring (beneficiary tracking, data collection and analysis, reporting, etc.) in line with SCI Quality Framework. Ensure that research, evaluation, accountability, learning and monitoring (REALM) activities are undertaken as planned and with use of Quality Benchmarks, REALM Dashboard, REALM Procedures, FRM and PRIME system. 	

- Responsible for management of projects' REALM plan, IPTT, FRM, database and KPIs, Total Reach reports for the projects/ program.
- Provide regular analysis and recommendations for project management.
- Quality assurance of REALM implementation at projects and program level.

Key Area IV: Learning

- Translates and presents REALM data to promote learning throughout the program, particularly on issues of program quality, policy analysis and advocacy.
- Provide technical support to Save the Children, implementing partner staff and external consultants regarding REALM activities.
- Coordinate with program staff to ensure that lessons learned and best practices are properly documented and are incorporated into program implementation and design.
- Provide inputs into project reports, country annual report and country annual planning.
- Work collaboratively with Technical Experts and New Business Development to provide inputs in new proposals.
- Participate in REALM focal point group activities.

Other tasks

- Support program/ projects to use and update MEAL related data and information in PRIME system.
- The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience, including adjustment on job description.

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self-accountable for managing resources efficiently, achieving and role modelling SC values
- Holds staff and partners accountable to deliver on their responsibilities with strong support for using their knowledge and creativity to deliver according to communities/beneficiaries' needs, and also providing the necessary guidance/help improve performance, including appropriate consequences when results are not achieved

Ambition:

- Set ambitious goals for self; be creative and proactive for professional development;
- Widely share a personal vision for SC Vietnam programs in line with SCI vision; engage and motivate others;
- Be future orientated and think strategically

Collaboration:

- Build and maintain effective relationships with team, colleagues and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- Develop new and innovative ideas, especially solutions to problems/challenges
- Be willing to take disciplined risks for children's, youth's and women's wellbeing

Integrity:

- Be honest and encourage openness and transparency in all professional matters

QUALIFICATIONS

- Bachelor's degree or higher in M&E, statistics, social science or related fields.

EXPERIENCE AND SKILLS

Essential:

- Minimum 2 years of experience in project REALM field, experience in database, capacity building and beneficiary follow up is an advantage.
- Proven experience in program monitoring, review and evaluation, including setting of indicators and collection, analysis and presentation of program data, learning and accountability mechanisms.
- Quick learner with ability to think strategically and creatively;
- Ability to provide technical support/inputs in developing and implementing sound REALM for children.
- Skills in data analyses (both qualitative and quantitative data) using suitable packages (STATA, SPSS for quantitative data, and NVivo or MAXQDA for qualitative data).
- Skills in data visualization is desirable.
- Skills in database management is desirable.
- Having research background is desirable.
- Ability to meet tight deadlines accurately and on time.
- Good written and verbal communication skills in English and Vietnamese
- Commitment to and understanding of SCI mission, values and principles including rights-based approaches.

Desirable

- Prior experience working with Save the Children and familiarity with organization's policies and procedures will be an advantage.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The REALM Officer is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Safeguarding:

We need to keep children, communities and SC staffs safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

JD written by: REALM Manager

Date:

JD agreed by: SPQI Director

Date: