

TITLE: Research and Evaluation Specialist	
TEAM/PROGRAMME: REALM/SPQI	LOCATION: Ha Noi
GRADE: 3	CONTRACT LENGTH:
<p>CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting program/ project sites; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p>ROLE PURPOSE: The Research and Evaluation Specialist is responsible to design and conduct researches and evaluations to inform program design and planning and decision making, to facilitate capturing lessons learned in the implementation of different program activities and ensure lessons learned to be integrated in program development, to contribute to the country office business development.</p>	
<p>SCOPE OF ROLE: Reports to: REALM Manager Staff reporting to this post: N/A Budget responsibility: N/A Role Dimensions: Work closely with designated Program teams, REALM/SPQI team and other technical advisors for program development, quality assurance, and knowledge management.</p>	
<p>Key Area I: Research</p> <ul style="list-style-type: none"> • Lead, manage and monitor both short and long-term researches and evaluations to ensure they are delivered on time, to budget and to a high standard. • Identify new topics, areas of intervention, targeted and impacted groups through literature review • Quality assurance for all research activities, including deliverables in collaboration with external partners/consultants. • Conduct planning and budgeting for research studies. • Design research studies, including the sampling, recruitment, data collection and data analysis methods. • Commission research studies, including reviewing and finalising Terms of References for research and evaluation, inception report and research and evaluation reports. • Develop data collection tools, such as surveys and interview or focus group discussion questionnaires. • Develop participant recruitment and data collection implementation guidance for project teams to undertake. • Conduct quantitative data analysis, including statistical analysis and modelling. • Conduct qualitative data analysis. • Lead study submissions to the Ethics Review Committee, ensuring ethical, inclusive, gender sensitive research practices and child-safeguarding and protection are at the forefront of all activities throughout the study cycle. • Produce research reports and learning products such as fact sheets, policy briefs, policy position papers, publications, etc. and, work with the Communications Team to identify attractive and child-friendly ways of packaging such products. • Participate in Region-led studies or research and development in many countries if required 	

Key Area 2: Evaluation

- Design, conduct and commission complex program evaluations, including process/implementation evaluations, experimental and quasi-experimental outcome evaluations, and cost-benefit and cost-effectiveness evaluations to inform Save the Children on the impact and efficiency of our programming.
- Design, conduct and commission evaluations of Save the Children’s policy, advocacy, and campaigning work to demonstrate impact and lessons learnt.
- Lead project teams to develop data collection tools such as surveys and interview or focus group discussion questionnaires.
- Develop sampling, participant recruitment and data collection implementation guidance for project teams to undertake.
- Conduct quantitative data and qualitative data analysis.
- Adapt standardized monitoring and evaluation procedures for country office to roll out
- Ensure evaluation activities are undertaken as planned and with the use of Quality Benchmarks and Evaluation standards.
- Produce evaluation reports and learning products such as fact sheets, policy briefs, policy position papers, publications, etc. and, work with the Communications Team to identify attractive and child-friendly ways of packaging such products.

Other tasks required

- Support country SPQI team in relevant REALM tasks as required

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

Collaboration:

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

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

- Master degree or equivalent in M&E, Statistics, Social Studies, International Development or related field

EXPERIENCE AND SKILLS

- Minimum 5 years of experience working in project/program MEAL in development organizations (experience in accountability and learning can be less than 3 years). Experiences includes but not limits to logical frameworks, result statements and indicators, qualitative and quantitative data analysis, using common data analysis packages (example quantitative packages: STATA, SPSS, E-view, R, Python; example qualitative packages: MAXQDA, NVIVO, qualitative data package; Kobo toolbox and Comm-Care).
- Proven experience in database management, using common packages (examples include Access, Excel).
- Good skills in communicating in English and Vietnamese.
- Experience in developing, leading/coordinating research, evaluation and assessments
- Willing to travel.
- Ability to provide technical support/inputs in developing and implementing a sound REALM system for children.
- Proven experience in report writing, including the creation of dashboards
- Proved experience of verbal presentation of data relating to project work
- Experience in training interventions and beneficiary follow-up is an advantage
- Quick learner with the abilities to think strategically and creatively
- Commitment to humanitarian principles/accountability frameworks, especially for work with vulnerable populations.
- Ability to work effectively with people of diverse backgrounds.
- Good interpersonal skills.
- Commitment to and understanding of SCI aims, values, and principles including rights-based approaches and program requirements.

Additional job responsibilities

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

Equal Opportunities

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

Child Safeguarding:

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

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

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: