

**SAVE THE CHILDREN INTERNATIONAL  
ROLE PROFILE**



<b>TITLE:</b> Monitoring, Evaluation, Accountability & Learning (MEAL) Coordinator	
<b>TEAM/PROGRAMME:</b> REALM/SPQI	<b>LOCATION:</b> Vietnam Country Office
<b>GRADE:</b> 4	<b>CONTRACT LENGTH:</b>
<p><b>CHILD SAFEGUARDING:</b> Level 3: the post holder will have contact with children and/or young people frequently (e.g. once a week or more) because they work in country programs.</p>	
<p><b>ROLE PURPOSE:</b> The MEAL Coordinator is responsible to build up Research, Evaluation, Accountability, Learning and Monitoring (REALM) plans, monitor and measure program’s outputs, outcomes and impacts according to the agreed indicators, to facilitate capturing lessons learned in the implementation of different program activities and ensure lessons learned to be integrated in program development, contribute in monitoring the accountability mechanism to gather feedback from beneficiaries and partners concerning their views about our program; to contribute to the country office business development. The MEAL Coordinator will be a Country Focal Point Staff for at least one area in of Research, Evaluation, Accountability, Learning and Monitoring (REALM) related work such as Accountability focal point or Monitoring/QBs focal point to facilitate the quality and implementation process.</p>	
<p><b>SCOPE OF ROLE:</b> <b>Reports to:</b> REALM Manager <b>Staff reporting to this post:</b> MEAL Officer (s) <b>Budget responsibility:</b> N/A <b>Role Dimensions:</b> Work closely with designated Program teams, REALM/SPQI team and other technical advisors/ experts for program development, quality assurance, accountability and knowledge management.</p>	
<p><b>KEY AREAS OF ACCOUNTABILITY:</b></p> <p><b>Key Area 1: Monitoring and Evaluation</b></p> <ul style="list-style-type: none"> <li>• Support REALM Manager by overseeing the MEAL work of assigned Program</li> <li>• Facilitate the development of REALM package for program monitoring and evaluation in line with SCI Quality Framework.</li> <li>• Adapt standardized monitoring and evaluation procedures for country office to roll out in designated program/ projects.</li> <li>• Ensure that monitoring and evaluation activities are undertaken as planned and with the use of Quality Benchmarks and Evaluation standards.</li> <li>• Provide technical support to Save the Children and implementing partner staff regarding MEAL activities</li> <li>• Provide regular analysis and recommendations of program progress as required</li> <li>• Lead the process of assessments and surveys, i.e, baseline, mid-term, end-line; including consultation selection, revision/review of tools, reports, indicators, inception report and ERC etc.. in consultant with project’s team and technical advisors.</li> <li>• Lead/ or participate as a team member for internal assessments/ evaluations when required.</li> <li>• Provide technical support to MEAL staff, program team and partners where necessary</li> <li>• Undertake field visits to monitor progress and quality of implementation of evaluation activities.</li> <li>• Facilitate program/ project to apply PRIME, tools such as Project on-track, reporting functions in project management works.</li> <li>• Ensure management responses of evaluations or action updated as a regularly basic.</li> </ul> <p><b>Key Area 2: Accountability:</b></p> <ul style="list-style-type: none"> <li>• Facilitate the development/review of accountability system and tracking progress and follow up actions in designated program.</li> </ul>	

- Facilitate the capacity building for program staff and partners to fully understand and promote accountability in general and to children, communities and other stakeholders.
- Work closely with the program team to ensure that project information is appropriately shared with children and communities and that they can participate meaningfully in Programs.
- Promote responsiveness through establishing channels, accountability database and the effective use of feedback and response mechanism
- Support Project team or Accountability Focal Point in reporting and investigation of complaints and feedback as and when needed and make appropriate recommendations to related program staff.
- Ensure accountability tracker system/ tools updated as a regularly basic.

### **Key Area 3: Learning**

- Facilitate the implementation of full learning country and others learning events/ initiatives to fill the evidence and knowledge gaps in designated program/projects.
- Ensure the quality of learning and sharing activities throughout the program, particularly on issues of program quality, policy analysis, and advocacy.
- Facilitate the development of recommendation and follow-up action tracking, originated by program REALM activities.
- Lead the documentation of lessons learned and best practices, promote sharing, and ensure those incorporated in program implementation and design in designated program/projects.
- Participate in designing and implementation of studies, assessments, research, and learning in coordination and cooperation with project staff and partners.
- Provide inputs into program learning/ research reports and country annual reports, and country annual planning in designated program/projects.
- Support program/ project team in relevant MEAL tasks when required (10% to 20% of LOE)

### **Key Area 4: Research**

- Participate in designing and implementing of studies, assessments, research, in coordination and cooperation with national business development team, technical advisors.
- Participate in program research activities if required.
- Work with Research and Evaluation Specialist to 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.
- Participate in regional/global research initiatives, SCI and ARO networks.

### **Other tasks required**

- Support program/ projects to use and update MEAL related data and information in PRIME system.
- Support program implementation 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 personal development, and encourages their team to do the same
- Widely shares their vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

### **Collaboration:**

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- Builds and maintains effective relationships, with their team, REALM colleagues, REALM team at ARO if required, 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**

- Bachelor's degree on development study, international study or higher in M&E, Statistics/ data analysis/ technologies for development, community development or related field.

**EXPERIENCE AND SKILLS**

- Minimum 5 years of experience, at the level of expertise described above, in project/program MEAL at international organizations (experience in monitoring and evaluation must meet this requirement; experience in accountability and learning would be an advance).
- Minimum 5 years of experience, at the level of expertise described above, in the development of logical frameworks, including but not limited to the development of result statements and indicators.
- Minimum 3 years of experience, at the level of expertise described above, in qualitative and quantitative data analysis, using common data analysis packages (example quantitative packages: STATA/ SPSS/R; example qualitative packages: MAXQDA/ NVIVO; Kobo toolbox and Comm-Care)
- Proven experience in database management, using common packages (examples include Access, Excel)
- Proven experience in evaluation and research reports writing.
- Proved experience of verbal presentation of data relating to project work, using English
- Experience in training interventions and beneficiary follow-up is an advantage.
- Experience in child right projects implementation is desired.
- Quick learner with the abilities to think strategically and creatively;
- Ability to provide technical support/inputs in developing and implementing a sound MEAL system for children.
- Willing to travel.
- Commitment to humanitarian principles/accountability frameworks, especially for work with vulnerable populations.
- Ability to work effectively with people of diverse backgrounds.
- Good skills in communicating in English and Vietnamese.
- Good interpersonal skills.
- Commitment to and understanding of SCI aims, values, and principles including rights-based approaches.

**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 POs are 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.

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**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:**