

JOB TITLE: Abwenzi a Ana MEAL Coordinator	
PROGRAMME: Sponsorship	LOCATION: Ntcheu
GRADE: 3	Type of Contract: 3 years
<p>CHILD SAFEGUARDING: Level 3- The responsibilities of the post will require the post holder to have regular contact with children or young people and all such posts are considered to be level 3 posts in view of potential situations which may allow staff unsupervised access to vulnerable children and young people.</p>	
<p>ROLE PURPOSE: Save the Children International (SCI) is the world's leading independent organisation for children with a vision of a world in which every child attains the right to survival, protection, development and participation. Towards that goal, the Malawi Child Protection Strategy was articulated to guide all efforts of preventing and responding to child abuse, neglect, exploitation and violence against children. This is a zero tolerance approach on child abuse.</p> <p>Monitoring, Evaluation, Accountability and Learning (MEAL) is a key component in every SCI programme/programme hence requires adequate attention. The MEAL approach goes beyond mere collection and use of data to support decision making but extends to ensuring that stakeholder opinions are actively sought, quality of activities assessed and feedback mechanisms put in place to provide avenues for learning.</p>	
<p>SCOPE OF ROLE: The MEAL Coordinator will provide technical assistance in the design and implementation of a MEAL system for the Abwenzi a Ana programme including; Maternal, Newborn, Child Health and Nutrition, Early Childhood Care and Development, Basic Education, Early Child Marriage (ECM) and Child Protection. The incumbent will also provide such support to partners' MEAL systems</p> <p>The MEAL Coordinator is needed to strengthen the result based and outcome oriented monitoring of the programmes as well as preparations for the baseline, midline and final evaluations. The incumbent will also need to be actively involved in the implementation of activities as well as provide the necessary MEAL technical support to implementing partners and SC AAA Managers and Specialists. He/She will need to have skills and competence to assess programme progress, realization of outcomes/results as well as facilitate the sharing and documentation of best practises and lessons learnt. The incumbent will also need to ensure that quality work is maintained throughout implementation.</p> <p>The MEAL coordinator works in close collaboration with the AAA Program Manager, Regional MEAL Manager and implementing partners. The Coordinator will also work in collaboration with the Technical A and Program Quality Advisors sitting in Programme Development and Quality (PDQ) department.</p> <p>Reports to: AAA Programme Manager</p> <p>Staff reporting to this post: N/A</p>	
KEY AREAS OF ACCOUNTABILITY:	

1. Effective Monitoring, Evaluation & Program Learning

- Provide technical support to AAA Programmes (Maternal, Newborn, Child Health and Nutrition, Early Childhood Care and Development, Basic Education, Early Child Marriage (ECM) and Child Protection) to ensure they align to SCI program quality framework
- Facilitate the development and implementation of programme MEAL plans in collaboration with implementing Managers and partners.
- Monitor and report on programme outcomes and impact in consistence with programme goals, objectives and results including the use of Quality Benchmarks
- Provide technical support to partners on programme reporting and documentation and ensure high quality progress reports are submitted to Programme Manager that conform to the technical standards.
- Facilitate MEAL activities including baseline, end-line surveys and midterm assessment/periodic reviews, and routine data collection, analysis and documentation.
- Support the AAA team in the preparation of sector strategies, activity reports, Country/AAA annual plans, and Country/AAA annual reports
- Contribute to developing a clear agenda and inclusive process for learning and reflection as well as on documentation of best practices
- Analyse, document and share results with stakeholders (programme, community of practice) to demonstrate impact
- Identify and design operational research to develop evidence on the impact of innovative interventions to inform programme development
- Coordinate Sponsorship program global indicator data collection, consolidation and analysis for Country Annual Reporting i.e. Total Reach, Quality, Child Participation etc.
- Participate in SCI MEAL forums in adopting up-to-date MEAL standards and procedures
- Ensure that child safeguarding and child protection mainstreaming are integrated into all M&E frameworks through measurable output and outcome indicators;
- Lead the process of piloting and scaling up local level beneficiary complaints' mechanisms in relation to staff conduct, with an emphasis on the Child Safeguarding Policy and measure to prevent sexual exploitation of women and children.

2. Promote Downward Accountability - Collaborate with the AAA Programme Manager and PDQ to support the programme to:

- Establish mechanisms for receiving and responding to feedback from beneficiaries, district council, donors, and other partners
- Establish specific measures to ensure accountability to and participation of children
- Support PDQ in the implementation of SCI's Accountability Framework for Children through monitoring of accountability standards and facilitation of capacity building initiatives to staff and partners

3. Support Program Development & Resource Mobilization:

- Proactively contribute to the development of concept notes in line with Save the Children's Theory of Change and Programme quality framework

4. Represent Save the Children:

- Represent Save the Children on relevant MEAL forums to promote Save the Children's strategic interests in relation to AAA programming (in general) and the goal and objectives of programme activities to prevent and respond to violence, abuse, exploitation and neglect of children (in particular).

SKILLS AND BEHAVIOURS (SCI Values in Practice)

1. Accountability:

Take personal responsibility for using SCI resources efficiently, achieving measurable results and being accountable to supporters, partners and, most of all, children.

2. Ambition:

Set high goals and demonstrate commitment to improving the quality of everything that is done for children as an employee of Save the Children.

3. Collaboration:

Respect and value others; take proactive advantage of our diversity and work with partners to leverage Save the Children's strength in making a difference for children

4. Creativity:

Demonstrate openness to new ideas, embrace change and take disciplined risks to develop sustainable solutions for and with children

5. Integrity:

Demonstrate commitment to living to the highest standards of personal honesty and behaviour; he/she will never compromise Save the Children's reputation and always act in the best interests of children.

QUALIFICATIONS

1. Minimum of University first degree in development related subjects or any relevant field.
2. Extensive and substantive relevant practical MEAL experience may also be considered

EXPERIENCE AND SKILLS

Relevant Experience

- At least four (4) years' experience in programme cycle management; including planning, implementation, monitoring, evaluation and lessons learning in development field.

Skills and attributes

- Very good skills in Monitoring and Evaluation, effective use of log frame indicators and results based frameworks for reporting of outputs, outcomes and impact
- Skilled in field work programme monitoring with ability to identify lessons learnt
- Ability to design, conduct and analyse programme operational research
- Ability to conduct programme evaluation or survey in Child focused Programming or Community Development related fields
- Strong verbal and written communication skills; ability to lead and work effectively with interdisciplinary team with minimal supervision.
- Experience in facilitation of programme trainings
- Proficiency in managing field data collection work
- Experience with computer packages such as MS Word, SPSS, EPI info, Access, Excel, power point and e-mail.
- Ability to collect data electronically by using any programme ODK, Tangerine, CSPro etc
- Good interpersonal and communication skills in English and Chichewa
- Experience in developing and implementing successful communication and advocacy plans.
- Ability to work well with Government systems, especially at the district level and

below	
<ul style="list-style-type: none">• Responsibility to manage the expenses related to implementing own work plan	
Equal Opportunities	
<ul style="list-style-type: none">• The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.	
Health and Safety	
The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.	
Updated by: George Chidalengwa	Date: 12/11/2021