

TITLE: MEAL Technical Advisor Burkina Faso	
TEAM/PROGRAMME: Programme Development & Quality	LOCATION: Burkina Faso Country Office
GRADE: 2 (national contract)	CONTRACT LENGTH: 12 months with possibility of renewal
<p>CHILD SAFEGUARDING: (select only one) Level 3: <u>either</u> the post holder will have access to personal data about children and/or young people as part of their work; <u>or</u> the post holder will be working in a 'regulated' position (accountant, barrister, solicitor, legal executive); therefore a police check will be required (at 'standard' level in the UK or equivalent in other countries).</p>	
<p>ROLE PURPOSE: The Country Head of MEAL is a key position within the Country Office. S/he oversees the design and implementation of a quality, comprehensive and integrated MEAL System that meets SCI standards; MEAL staff management, mentorship, and development; strategic and annual planning, internal reporting, as well as programme development and MEAL resources.</p> <p>S/he provides technical support to the MEAL Coordinators, based in the different field offices. The overall CO MEAL team consists of approximately 20 staff, mostly based in field offices which include MEAL Coordinators and MEAL Officers.</p> <p>S/he is a member of the Program Development and Quality (PDQ) Senior Leadership Team and the CO Extended National Management Team.</p>	
<p>SCOPE OF ROLE: Reports to: Programme Development & Quality Director Staff reporting to this post: N/A Budget Responsibilities: N/A Role Dimensions: The role is expected to foster relationships with a wide range of internal and external stakeholders including Save the Children members, the Country Office Programme Development & Quality team, advocacy colleagues, Regional Advisors, technical counterparts in other organisation, donors etc. The role is also expected to engage with internal technical working groups and communities of practice. Context : Humanitarian / Humanitarian and development Scope: N/A Primary Technical area: Monitoring, Evaluation, Accountability, and Learning</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>A. Design and Implementation of comprehensive MEAL Systems that meet SCI standards - (40%)</p> <ol style="list-style-type: none"> 1. Lead and oversee the development and implementation of a CO-wide MEAL System for humanitarian and development programmes, and may include local implementation partners as well. This system requires close collaboration with the Programme Ops and PDQ Departments and must be in line with SCI's Quality Framework. Project-specific MEAL systems need to meet demands and standards of different donors. 2. Lead use of monitoring frameworks, tools and processes to measure performance and quality. This includes supporting thematic and operation staff to develop and monitor Quality Benchmarks. 3. Lead routine collection, analysis and use of evidence, including disaggregation for gender, disability and the most marginalised and deprived, to document impact, innovate and learn what work for children, and inform management, policy and programme solutions. This includes needs and baseline assessments, feasibility studies, evaluations and research. 4. Lead use of systems that safely and appropriately ensure accountability to children and communities with whom we work by building trusting and collaborative relationships through 	

information sharing and two-way communication, participation, and feedback and reporting mechanisms.

5. Systematically identify, document, share and use learning from Save the Children and others' work, in order to continuously adapt and improve our programming. This includes learning agendas, learning workshops and after-action review, action planning and tracking of learning uptake.
6. Lead MEAL emergency preparedness and response within existing country MEAL frameworks, systems, tools and processes, adhering to the Core Humanitarian Standards, Sphere Charter and Red Cross Code of Conduct.
7. Champion knowledge management through the development and use of platforms that store and display evidence and learning that is made accessible and actively used between countries, regions and the Centre,
8. Work with the Program Development Unit, the Program Operations Department, and PDQ Thematic Sector teams to ensure that all projects have quality assurance mechanisms integrated into their design and implementation.
9. Explore innovative opportunities to pilot approaches that are new or could expand to further areas of programming.
10. Ensure that KPIs related to MEAL activities are regularly met through institutionalisation of robust systems for tracking, reporting and following up improvement actions.
11. Foster innovation by identifying opportunities to pilot new approaches and to upgrade tools, systems and process based on advances in the aid sector.

MEAL Staff Technical Mentorship, and Development – (15%)

1. Build the technical expertise and coherency of the team through use of a Community of Practice that includes regular workshops and staff exchanges.
2. Technically support the performance of MEAL staff by providing coaching, mentoring, and training that aligns with SCI's Global MEAL Capacity Building Strategic Workplan.
3. Ensure MEAL staff have and understand clearly defined roles and responsibilities that are also understood by Program Ops and PDQ teams.
4. Promote all aspects of MEAL through training and capacity building for multiple stakeholders including MEAL staff and PDQ Leadership to support the creation of an organizational culture which prioritizes MEAL leading to quality programming.
5. Participate in relevant MEAL training opportunities and networks in country, region and globally.

Strategic and Annual Planning – (15%)

1. Ensure that evidence and learning is brought together across thematic and operational regions to develop a Country Strategic Plan (including participating in a Child Needs Situational Assessment).
2. Support the development of the Country Annual Plan (CAP) including identifying future evaluations and ensure that data is accurate.
3. Support PDQ staff to analyse progress against organisational objectives and strategies.

Internal Reporting – (15%)

1. Ensure accurate data collection and processing for all regular reporting including internal reports such as the Country Annual Report, the Programme Quality KPIs, categorised emergency sit reps, and "Total Reach".
2. Support MEAL aspects of donor reporting, including review of baseline, mid-term, endline or any other donor/project specific studies.
3. Respond to any internal or SC member request for specific information including production of geographic, thematic or programme-specific data.
4. Ensure that regularly updated MEAL mechanisms are in place for each project including technical reports and MEAL tracking tools that identify necessary future actions.
5. Ensure data quality and accuracy (including for external reporting as needed).

Programme Development and MEAL Resources – (15%)

1. Work closely with the Programme Ops team to ensure MEAL plays an integral role at every stage of the project lifecycle, leading to enhanced quality, accountability, management and impact.
2. As a contributor to proposal development, review and improve MEAL technical narrative and budgets within proposals, support development of SMART indicators with technical teams, program log-frames, MEAL plans, ensure quality mechanisms are in place, and ensure consistency with the CO and SCI MEAL strategies.
3. Ensure that adequate MEAL resources are included in proposals and work creatively to secure sufficient funding from diverse sources to ensure capacity to deliver MEAL according to SCI quality standards.
4. Effectively manage the MEAL budget by understanding sources of funding and possible gaps, and optimizing available resources.
5. Ensure cost recovery for the CO research team.

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

The post holder must commit to work in an international agency that promotes diversity, equity and inclusion and fights racism, gender inequality and discrimination in all forms; and to model positive behaviours that demonstrate a commitment to equality and respect to all colleagues, partners and communities.

QUALIFICATIONS

- Master’s degree in relevant field or equivalent field experience

EXPERIENCE AND SKILLS

Essential

- Minimum of **7** years of MEAL programming experience within the aid sector, preferably linked to one of Save the Children’s priority technical sectors (Child Poverty, Child Protection, Child Rights Governance, Education, Health & Nutrition),
- Understanding and experience of both emergency and development contexts,

- Experience adhering to international quality standards (Red Cross Code of Conduct, Sphere, CHS)
- Experience and knowledge of monitoring systems, including data collection, rapid needs evaluations,
- Experience and knowledge of evidence generation and learning on what works (and doesn't work) for children, including designing/commissioning, implementing and applying: needs assessments, baseline studies, evaluations and research, learning workshops and learning agendas.
- Experience and knowledge of systems for accountability to children and communities, including information sharing, participation of adults and children, and feedback and reporting mechanisms. Ability to prepare and facilitate technical MEAL trainings and workshops across countries in the region (including remotely). Direct experience working with communities in participatory activities.
- Proven success in building and managing a team and dedication to developing staff capacity through training, supervising, coaching and mentoring.
- Skilled at communicating and influencing across relevant teams and offices.
- Strong results orientation, with the ability to challenge existing mindsets
- Demonstrable analytical and problem-solving skills.
- Experience of solving complex issues through analysis, defining and planning a clear way forward and ensuring buy-in.
- Ability to present complex information in a clear and concise manner.
- Ability and willingness to be flexible and accommodating in difficult and sometimes insecure contexts, including flexibility to work with incoming emergency response teams.
- Proficiency in relevant data collection and analysis software (SPSS, EXCEL)
- Strong remote-working abilities and self-motivated.
- Willingness to travel to field sites.
- Fluent in French and proficient in speaking and writing English.

Desirable

- Experience or knowledge of working and living in relevant region/context
- Experience of promoting quality and impact through at least one cross-cutting area: gender equality and inclusion, adaptive and safer programming; child rights; disability; migration and displacement.
- Experience and knowledge of Save the Children's structure, mandate and child focus.

KEY COMPETENCIES

Technical competencies:

- *Ensures linkages across portfolio ensuring quality and coherence of MEAL systems and evidence gathering*
- *Manages resources and capacities to develop and maintain quality MEAL systems*
- *Facilitates strategic alignment of data to global priorities*

Generic Competencies

- *Child Rights: Promotes an enabling environment for participation, and accountability to children*
- *Be the Innovator: Promotes innovation to find new and better approaches to driving progress for children*
- *Deliver Results at Scale: Promotes a clear focus on impact in project and programme design, management and oversight*

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 SCI's global Diversity, Equity and Inclusion and Gender Equality Policies, supported by relevant 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:	Date:
JD agreed by: Jessica Frye	Date:
Updated By: Jessica Frye	Date:
Evaluated:	Date: