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| **TITLE:** Senior Humanitarian Advisor, Evidence & Learning | |
| **TEAM/PROGRAMME:** Centre Humanitarian Team | **LOCATION: UK** or any existing Save the Children International Regional or Country office **Worldwide** |
| **GRADE**: Nat 3 / C Mid-Senior level | **CONTRACT LENGTH:** End of December 2024 |
| **CHILD SAFEGUARDING:**  Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* 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). | |
| **ROLE PURPOSE:**  The Senior Advisor - Humanitarian Evidence & Learning serves as a linchpin in Save the Children's Centre Humanitarian Technical Teams (CHTT). This role is designed for a seasoned humanitarian professional and aims to elevate Save the Children's humanitarian work by providing strategic direction in evidence and learning across diverse humanitarian contexts. While there is a focus on U.S. Government-funded awards like those from USAID, BPRM, WFP, and UNHCR, the role also extends strategic support to other key donors such as NORAD, Sida, DEC and FCDO.  The Advisor is responsible for guiding country and regional offices in both rapid-onset and chronic humanitarian responses. They will oversee the humanitarian award portfolio, ensuring alignment in Monitoring, Evaluation, Accountability, and Learning (MEAL) and data systems at the project and Country Office level. This alignment allows for leveraging data for various purposes, including anticipatory action and advocacy aimed at achieving impactful outcomes for children.  In collaboration with other organisational units, the Advisor will secure strategic partnerships with academic institutions and research institutes, aligning with our overall Humanitarian Evidence, Research, and Learning (REL) agenda. They will also lead training and capacity-strengthening initiatives on Research and MEAL (Monitoring, Evaluation, Accountability and Learning) for humanitarian colleagues globally.  The role is grounded in its connections with country and regional MEAL teams, ensuring that data collected is used for programme improvements, learning, and generating quality evidence for advocacy. In the event of a major humanitarian emergency, the role holder will adapt to work outside the normal role profile and vary working hours accordingly. | |
| **SCOPE OF ROLE:**  **Reports to:** Global Head of Humanitarian Evidence and Learning  **Staff reporting to this post:** n/a  **Role Dimensions**: Strong relationship management and communication with stakeholders  **Travel:** up to 12 weeks in a year | | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Strategic Leadership and Support**   * Provide strategic direction in evidence and learning across diverse humanitarian contexts, including rapid-onset and chronic responses. * Align monitoring and evaluation (MEAL) practices with donor requirements, focusing on U.S. Government-funded awards like USAID, BPRM, WFP, and UNHCR, as well as other donors like NORAD, Sida, and FCDO. * Encourage and support the participation of children in MEAL processes to ensure that their needs are met and their voices are heard for informed decision-making. * Represent Save the Children externally, sharing quality evidence and forging strategic partnerships with academic and research institutions. * Work closely with SCI Humanitarian Technical Teams and the Economic Evaluation team to identify opportunities for cost efficiency and cost effectiveness analysis for key SC Humanitarian Interventions to support scale up and increased impact for children. * Take initiatives to leverage both internal and external data for evidence-based and informed decision-making, including anticipatory action and advocacy.   **MEAL Systems, Data Analysis and Reporting (inclusive of donor compliance)**   * Support countries and regions to consider improvements for donor reports, ensuring compliance with donor requirements and contributing advanced data analysis. * Conduct data quality assessments and MEAL systems reviews to identify and address data quality problems and MEAL systems improvements. * Use data analysis to inform programme improvements and fuel advocacy efforts.   **Learning and Innovation**   * Support the development and implementation of learning agendas for humanitarian programmes, working with colleagues to develop research scopes of work, protocols, methods, tools, and reports. * Stay abreast of new and innovative REALM technologies, adopting them on programmes when useful and sharing them with team members. * Support proposals for research funding and lead on submissions to Save the Children’s Ethics Review Committee (ERC).   **Capacity Strengthening and Training**   * Offer both remote and in-person training on Research and MEAL for humanitarian colleagues across Save the Children country offices, regional offices, and centre teams. * Act as a guide and coaching resource for colleagues with less experience, guiding them through complex problems and leading projects with limited risks and resource requirements.   **Data and Information Management**   * Provide insight and advice to identify and manage operational and financial risks, enabling humanitarian decision-making through live forecasting and analysis. * Support the identification, development, and implementation of tools, databases, and data collection systems that optimise statistical efficiency, quality, and integrity across all users, while maintaining GDPR compliance. * Provide training and technical support to users of specific humanitarian data and analysis related tools. * Lead on the advocacy of data system alignment with members and key SCI data stakeholders.   **Resource Mobilisation**   * Finalise M&E plans, logical frameworks, and indicator selection for proposals, ensuring they are compliant and responsive to donor and SCI MEAL requirements. * Participate in internal and external learning events and working groups, presenting data and research at public events. | |
| **COMPETENCIES FOR THIS ROLE:**   1. **Delivering Results**   Takes personal responsibility and holds others accountable for delivering our ambitious goals for children, continually improving their own performance or that of the team/ organisation.  **Level required: Leading Edge**   1. **Problem Solving and Decision-Making**   Takes effective, considered and timely decisions by gathering and evaluating relevant information from within or outside the organisation.  **Level required: Leading Edge**   1. **Applying technical and professional expertise**   Applies the required technical and professional expertise to the highest standards; promotes and shares best practice within and outside the organisation.  **Level required: Leading Edge**   1. **Working Effectively with Others**   Works collaboratively to achieve shared goals and thrives on diversity of people and perspectives; knows when to lead and when to follow and how to ensure effective cross-boundary working.  **Level required: Leading Edge** | |
| **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 | |
| **REQUIRED QUALIFICATIONS:**   * Minimum of a Bachelor Degree or equivalent experience, and relevant experience in international development, with demonstrated field experience related to MEAL, research, and/or knowledge management. * Professional proficiency in MS Office suite * Professional proficiency in spoken and written English * Demonstrated ability to communicate and collaborate effectively with individuals and teams at all levels, both internally and externally * Demonstrated commitment to fostering and maintaining and environment of diversity, inclusion, and belonging. * Experience designing or managing logical/results frameworks, M&E plans, accountability mechanisms, and program evaluations. * Experience developing and tracking program indicator performance and developing donor reports for emergency programs. * Experience designing and conducting quantitative household surveys and qualitative studies, including calculating sample sizes, selecting a sampling methodology, developing data collection tools, training enumerators, and supervising data collection. * Experience conducting quantitative and qualitative data analysis and interpreting results, and experience using statistical software. * Ability to work under tight deadlines, manage multiple tasks simultaneously, and work effectively both independently and as part of multicultural teams. * Willingness and ability to occasionally work irregular hours to accommodate calls with field teams in other time zones. * Experience developing and conducting training programs for field staff including curriculum design, presentation and teaching skills, and training-of-trainers methods. * Knowledge of and experience with statistical software and data visualization tools. * Experience conducting M&E for awards funded by USAID BHA (formerly FFP and OFDA), BPRM, and/or UN agencies such as WFP or UNHCR. * Experience giving public presentations. * Experience working in an emergency setting. * Experience using KoBo Toolbox, ODK, or other mobile data collection software. | |
| **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. | |
| **Date of issue: 18 August 2023 Author: Global Head of Humanitarian E&L** | |