

**SAVE THE CHILDREN INTERNATIONAL  
ROLE PROFILE**

<b>TITLE:</b> Director of Strategy, Program Quality and Impact (SPQI)	
<b>TEAM/PROGRAMME:</b> PDQ	<b>LOCATION:</b> Vientiane
<b>GRADE:</b> NAT 1/INT 3	<b>CONTRACT LENGTH:</b> Fixed Term (2 years)
<p><b>CHILD SAFEGUARDING:</b></p> <p>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 country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p><b>ROLE PURPOSE:</b></p> <p>The Director of Strategy, Program Quality and Impact (SPQI) is a newly created role in the Laos Country Office with the primary purpose of leading the establishment and oversight of new functions in the country office, including research and evaluation, innovation, policy and dedicated technical expertise functions, with the overall aim of promoting quality strategy development, evidence generation, influencing policy-level change, driving continuous improvement in program quality and scaling innovative approaches to enabling children to access their rights.</p> <p>The SPQI Director will lead the establishment of a newly-developed Research, Evaluation, Accountability, Learning and Monitoring (REALM) function, including a robust research and evaluation unit with the capability to generate strategic evidence linked to the policy, business development and programming priorities captured in the 2024-2027 Country Strategic Plan (CSP). The SPQI Director will also lead the development of a CO MEAL Framework, boost the impact of the MEAL team and ensure accountability systems accessible to children are in place across all programs.</p> <p>The SPQI Director will also oversee a new policy, campaigns and communications function and seek opportunities to increase Save the Children’s influence, capability to support Government of Laos develop and implement high quality policies and boost visibility and profile, both nationally and internationally.</p> <p>The SPQI Director also oversees technical experts (TE), including Education, Social protection and Climate Change TE. The SPQI Director will work with the SMT to grow the technical expertise function and clarify ways of working between TE, program operations and new business development functions.</p> <p>Lastly, the SPQI Director will play a key role in building the leadership, technical capability and communications skills of their team, program staff and the Extended Senior Management Team (ESMT), including working with Human Resources to establish coaching and mentoring mechanisms for TE and ensure technical, REALM and program staff access relevant learning and development opportunities.</p>	

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**SCOPE OF ROLE:**

**Reports to:** Country Director

**Staff reporting to this post:** at least 5

**Direct:** Education Technical Advisor, Climate Change Technical Adviser, Social Protection, Cash and Livelihoods Technical Advisor, Head of Policy, Campaigning and Communications, Head of REALM

**Indirect (dotted line):** All program and thematic technical leads

**Role Dimensions:**

Laos is a \$8-10 million/year program

**Areas of focus:** REALM, Technical Assistance, Policy, Campaigns, Communication and Media, Strategy and reporting, Leadership, team management, technical coaching and learning and development

**Role Dimensions:** The Director of Strategy, Program Quality and Impact (SPQI) must role model, champion and instill in other team members all five of our organisational values, including accountability, ambition, collaboration, creativity and integrity. This is a challenging role requiring an individual who sets and works towards high standards while also being willing and able to adapt to the practical constraints of a complex operating environment. The role requires an individual who can bring technical and/or REALM experience with sophisticated people management and relationship management skills. This role requires a team player who can build trust across different teams and foster a strong sense of 'one organization' across different projects and functions. This role requires genuine commitment to meaningful child participation in our programs, safeguarding of children at all time and

**KEY AREAS OF ACCOUNTABILITY:**

**Research, Evaluation, Accountability, Learning and Monitoring (30%)**

- Provide through leadership, coaching, mentoring and leadership support the Head of REALM to build an effective research and evaluation unit with clear linkages to the Asia Regional Office (ARO) Research and Evaluation Unit
- Support the Head of REALM by leveraging the resources and support of the SCI movement and ARO develop a clear research agenda linked with policy, business development, partnership and programming priorities laid out in the Country Strategic Plan
- Input into proposal development and budgeting processes to ensure resources are ringfenced for strategic evidence generation
- Produce robust child rights situational analysis, climate vulnerability assessments and GEDSI analysis to inform proposal development
- Support the Head of REALM develop and implement a CO MEAL Framework and ensure this is implemented to quality standards
- Hold the REALM team to account for meeting CO KPIs relevant to their functions
- Drive increased use of data and digital in our programming

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- Promote a culture of learning, reflection and continuous improvement and supports the MEAL team and TE in ensuring there are specific learning agendas and effective forums of learning across the CO and leadership to ensure their uptake and roll out across SC in Vietnam.
- Support MEAL in establishing and rolling out Country Office knowledge management strategy and systems, with special attention to storing and sharing program experience, data, learning and results
- Ensure the delivery of internal and external program/project evaluations as per the Evaluations Essential Standard and donor requirement, and execution of baseline, and periodic research in coordination with Director of Program Implementation
- Ensure our work is accountable to children and other stakeholders through the establishment and management of effective accountability mechanisms and processes

### **Technical Assistance and Innovation (20%)**

- Build a cohort of high quality local technical expertise housed in the PSQI function across all technical areas, with linkages to regional and global counterparts
- Facilitate quality technical inputs into new proposal development and ensure this informed by data and evidence under programs and generated by the REALM function
- Ensure active engagement and participation in national dialogues, working groups and with thematic stakeholders and partners.
- Ensure all projects are designed through a climate resilience and GEDSI lens
- Establish and manage an innovation hub using flexible funding to solicit ideas, trial these ideas and bring them to scale
- Create a culture of innovation in the program teams and calculated, evidence-informed risk-taking in program teams
- Drive increased uptake of common approaches across the portfolio and deliver improvement in program quality KPIs

### **Policy, Campaigns, Communications and Media (20%)**

- Provide overall leadership, vision, strategic direction and management of the Save the Children's influencing and campaign work across thematic areas and in line with relevant regional and global campaigns
- Hold the policy, campaigns communications and media team and program teams to account for meeting CO KPIs relevant to their functions
- Support the Head of Policy, Campaigns and Communication to develop a country influencing strategy, supported by campaigning and communications plans
- Provide quality assurance over the production of high-quality policy briefing papers, statements, external communications products and case studies to influence target audiences
- Ensure influencing and policy priorities are integrated into all proposal designs and that adequate resourcing is allocated towards policy and influencing priorities
- Ensure the Laos country office is playing a leading role in climate activism both national and regionally

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- Build capability and capacity to do more child-led policy work in Laos, including creating child forums and supporting child-led campaigning
- Advise communications team on media channels and overall media strategy and to make optimal use of national and international media to influence key targets and public opinion
- Represent Save the Children externally as part of advocacy and networking, including with high level government officials, donors, civil society actors, partners, and other stakeholders to build relationships to facilitate achievement of CSP strategic goals and success of our projects for children.

**Strategy and reporting (10%)**

- Provide leadership, strategic vision and direction to the development of the Country Strategy Plan (CSP) that is in line with the global strategy, Ambition 2030, with child rights at the core of all programming and advocacy work.
- Lead the development/updating of the Child Rights Situation Analysis, including analysis of country context and considering child rights principles, ensuring participation and buy-in from all relevant staff, partners and other stakeholders as necessary
- Provide leadership on development of the Country Office Self-Assessment and completion of accurate, on-time Country Annual Report of outcomes and impact for children, aligned with the Global Results Framework.

**Leadership, team management, technical coaching and learning and development (20%)**

- Establish and maintain a culture of teamwork, participation, and accountability for excellence.
- Put in place appropriate management systems, including regular team and individual meetings, mechanisms for cross department coordination and collaboration, and norms and practices that are results driven.
- Build the capacity of, mentor and coach SC teams and individual staff, ensuring the development of a strong team and supporting a clear career professional trajectory for key staff.
- Manage the performance of all staff through effective use of the Performance Management System including the establishment of clear, measurable objectives, ongoing feedback, periodic reviews and fair and unbiased evaluations; Documentation of performance that is less than satisfactory, with appropriate performance improvements/ work plans.

**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:**

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- 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**

- Masters degree or its equivalent in years of experience in a technical area relevant to Save the Children's work, including health and nutrition, education and/or research and evaluation.

**EXPERIENCE AND SKILLS**

**Essential**

- Minimum of seven years progressive senior technical leadership and/ or development experience, ideally in a South East Asian context
- Minimum of five years senior management experience, managing diverse teams made up of people from different disciplinary backgrounds
- Experience leading strategic planning, and programme design
- Experience in research and evaluation
- Strong understanding of different methodologies of monitoring and evaluation and operational research and experience in developing integrated MEAL systems
- Demonstrated skills in designing and carrying out qualitative and quantitative research and using research to inform program design and advocacy.
- Strong interpersonal skills
- Strong understanding of different methodologies of monitoring and evaluation and operational research and experience in developing integrated MEAL systems
- Ability to effectively establish a learning culture within an organization
- Experience in successfully establishing and managing collaborative relationships and partnerships with donors and government counterparts.
- Strong representation and influencing skills
- Experience of management of diverse workforce including effective performance management and utilization of capacity building, coaching, and mentoring skills
- Excellent problem solving, attention to detail and strategic thinking skills.
- Excellent in written and spoken English

**Desireable**

- Thai or Laos written and spoken language capability highly desirable

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<ul style="list-style-type: none"> <li>• Demonstrated capacity to design innovative and high impact programs, and leveraging project results towards broader systemic impact.</li> <li>• Excellent analytical skills.</li> <li>• Effective negotiator, with the ability to positively influence cross departmental and cross sector work</li> </ul>	
<b>Additional job responsibilities</b> 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.	
<b>Equal Opportunities</b> The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.	
<b>Child Safeguarding:</b> 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.	
<b>Health and Safety</b> The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.	
<b>JD written by: Luke Ebbs</b>	<b>Date: July 2023</b>
<b>JD agreed by:</b>	<b>Date:</b>
<b>Updated By: Manisavanh Vongsay</b>	<b>Date: July 2023</b>
<b>Evaluated:</b>	<b>Date:</b>

*Save the Children invests in childhood – every day, in times of crisis and for our future. In the United States and around the world, we are dedicated to ensuring every child has the best chance for success. Our pioneering programs give children a healthy start, the opportunity to learn and protection from harm. Our advocacy efforts provide a voice for children who cannot speak for themselves. As the leading expert on children, we inspire and achieve lasting impact for millions of the world's most vulnerable girls and boys. By transforming children's lives now, we change the course of their future and ours.*

*Save the Children is committed to conducting its programs in a manner that is safe for the children it serves and to helping protect the children with whom Save the Children is in contact. As a humanitarian agency, Save the Children is obliged to create and maintain an environment that aims to prevent the sexual exploitation and abuse of children and promote the implementation of its child safeguarding policy. All representatives of Save the Children – employees, volunteers, interns, consultants, Board members and others who work with children on Save the Children's behalf – are expected to conduct themselves in a manner consistent with this commitment and obligation.*

*Save the Children provides an attractive benefits package including competitive salaries, a matching retirement plan, health and welfare benefits, life insurance, an employee assistance program, generous time off and much more. We provide equal employment opportunities (EEO) to all employees and qualified applicants for employment without regard to race, color, religion, gender, ancestry, sexual*

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*orientation, national origin, age, handicap, disability, marital status, or status as a veteran. Save the Children complies with all applicable laws*