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| **TITLE:**  Humanitarian Advisor, Evidence & Learning | | |
| **TEAM/PROGRAMME:** Centre Humanitarian Team | **LOCATION: UK (London or Remote) or any existing Save the Children International Regional or Country office Worldwide.** | |
| **GRADE**: C/3  Mid-Senior level | **CONTRACT LENGTH:**  **Maternity Cover – April to November 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:**  This position is a maternity cover. It will be a part of the Centre One Humanitarian Team supporting Evidence and Learning in Save the Children Humanitarian programmes this includes; research, evaluation, accountability, learning, and monitoring (REALM). In this position, you will provide leadership on Humanitarian Evidence and Learning systems and processes, and lead training and capacity strengthening on REALM for humanitarian colleagues across Save the Children country offices, regional offices, and centre teams.  You will provide consistent support to global programmes on data analysis, indicator development and tracking, target setting, accountability systems, REALM-related donor deliverables, research, and evaluations, and will work with programme teams to ensure that the data collected is appropriately used for programme improvements and learning. In addition, you will support proposal development and explore innovative uses for technology in Evidence and Learning***.***  In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. | | |
| **SCOPE OF ROLE:**  **Reports to: *Global Head of Humanitarian Evidence & Learning***  **Staff reporting to this post: n/a** | | |
| **KEY AREAS OF ACCOUNTABILITY :**  This position requires a comprehensive understanding and expertise in the good practice for the monitoring and evaluation of humanitarian programs. The successful candidate will leverage these practices, along with an awareness of internal and external business challenges, to enhance monitoring and evaluation methodologies and services. The incumbent will be expected to work autonomously, and may also manage projects with limited risks and resource requirements. Furthermore, they will serve as a valuable resource for colleagues in the movement.   1. **Support to countries/ awards on E&L (50%):**    * + Provides REALM support to assigned multi-sectoral and integrated humanitarian response programmes.      + Supports programme teams in defining the indicators as per their context and adopting the proper data collection method and calculation.      + Follows-up on the targets vs actuals and supports with challenges when encountered.      + Supports programme teams with routine data collection and analysis, including through innovative platforms such as KoBo Toolbox, CommCare and Power BI. Supports the development of programme databases as needed.      + Conducts data quality assessments to identify and address data quality problems.      + Leads on design and development of research and evaluation tools for baseline studies, final evaluations, post-distribution monitoring surveys, and special studies.      + Conducts remote and in-person trainings and capacity building for colleagues overseas; promotes cross-fertilization of ideas and information exchanges across programmes.      + Ensures that programmes have appropriate accountability mechanisms in place.      + Works closely with Regional MEAL leads to provide coordinated technical E&L support to country programmes as needed      + Supports programmes in determining how to use their data for programme improvement and decision-making, and encourages the use of data for decision making.   Countries/ awards in the portfolio include but are not limited to: Kenya, Mozambique, Rwanda, Philippines, Sri Lanka, Global Cash for Protection award.   1. **Donor Reporting and Compliance with Evidence and Learning Guidance (25%):**    * + Ensures quality and contributes to relevant sections for semi-annual and annual organisation and donor reports, including the indicator tracking table, as well as ongoing deliverables, as required by donor. Verifies the quality and correctness of data included in these reports, and contributes advanced analysis of data as needed.      + Reviews and finalizes baseline, end line and evaluation reports, including copy editing for grammar and syntax in preparation for publication.      + Ensures programme compliance with donor requirements, including (as applicable) USAID's Open Data Policy (ADS 579), BHA monitoring and evaluation (M&E) policies and guidance, BPRM M&E requirements, and UN agency M&E requirements.   Reports expected during the timeframe include but are not limited to:   * BHA reports are submitted end up of April. Expect questions from BHA. These awards include: PHL, LKA, MOZ * Yearly BHA report in October: PHL, LKA, MOZ * Final report in July: KEN * Q3 quarterly narrative July and final reports November for Rwanda PRM * Bi-annual narrative in July for the Global Cash for Protection award by UNHCR * Tentative: Baseline KEN, Yearly report KEN  1. **Support to proposal development (15%)**    * + As needed, support proposal development which would include reviewing the narrative, the ITT, the MEAL plan, the baseline/ end line and evaluation SOW, the needs assessment and the AAP.      + Supports programmes and sectoral technical staff in selecting indicators and setting ambitious yet realistic indicator targets to measure programme progress and achievements.      + Ensures proposals are compliant and responsive to donor M&E requirements (particularly USAID/BHA/PRM) as well as Save the Children Evidence, Learning and Accountability policies, procedures and best practices.   Support expected: Ad-hoc, as opportunities arise.   1. **Participation in agency-wide Evidence and Learning fora and promotes agency good practices (10%):**  * Contributes to Evidence and Learning components of humanitarian and Save the Children strategy. * Works closely with other Save the Children departments and teams on Evidence and Learning topics of mutual interest, especially as they apply to global and/or multi-country programmes.   Support expected: Ad-hoc, as opportunities arise. | | |
| **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 | | |
| **QUALIFICATIONS**   * Minimum of a Bachelor Degree or equivalent experience, plus at least 5 years of relevant experience * Professional proficiency in MS Office suite & PowerBi * Professional proficiency in spoken and written English | | |
| **EXPERIENCE AND SKILLS**   * 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. * Demonstrated experience related to M&E and research, specifically with awards funded by USAID BHA, BPRM, and/or UN agencies. * Demonstrated experience designing or managing logical/results frameworks, M&E plans, accountability mechanisms, and programme evaluations. * Demonstrated experience developing and tracking programme indicator performance and developing donor reports for emergency programmes. * Proven experience designing and conducting quantitative household surveys and qualitative studies, including calculating sample sizes, selecting a sampling methodology, developing data collection tools, and training enumerators. * Proven experience conducting quantitative and qualitative data analysis and interpreting results, and experience using statistical software. * Demonstrated experience writing and disseminating reports and case studies. * Proven ability to successfully work under tight deadlines, manage multiple tasks simultaneously, and work 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 programmes 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 working in a humanitarian response 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.  Don’t meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. At Save the Children we are dedicated to build a diverse, inclusive and authentic workplace, so if you are excited about this role but your past experience doesn’t align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate we’re looking for or other roles. | | |
| **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:** Linda Steinbock | | **Date:** 28 February 2024 |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |