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| **TITLE:**  Monitoring, Evaluation, Accountability and Learning (MEAL) Assistant  |
| **TEAM/PROGRAMME: PDQ** | **LOCATION:** West Bank Field Office (WBFO)/ Ramallah |
| **GRADE**: NAT 5 | **CONTRACT LENGTH:** 1 Year |
| **CHILD SAFEGUARDING:** Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** The **MEAL Assistant** plays a vital role in supporting the effective monitoring and quality assurance of program activities in the West Bank. The **MEAL Assistant** is responsible to support the close monitoring of quality implementation of West Bank programme activities. He/she has a crucial role in following up and upgrading the accountability mechanism in West Bank. The MEAL Assistant will contribute to the enhancement of documentation processes by assisting in the development and implementation of digital tools and data management systems. The ideal candidate will possess strong attention to detail, excellent organizational skills, and the ability to work collaboratively within a team.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:** West Bank Field Office MEAL Coordinator with technical dotted line to Country Office MEAL unit **Role Dimensions**: oPt Country Office (CO) is a high complexity country, with multi-member interest, and an annual budget of around $40+ m, and 100+ staff. Currently the program is experiencing a growth in funding and complexity due to the war in Gaza.  |
| **KEY AREAS OF ACCOUNTABILITY:** ***Monitoring and evaluation of programmes:**** Assist in collecting accurate qualitative and quantitative data from the field according to external and internal deadlines.
* Participate in monitoring and follow-up visits to partner organizations and locations of activity implementation.
* Assist in conducting field monitoring visits to assess the implementation of quality benchmarks as outlined in project MEAL plans.
* Perform basic data analysis and assist in presenting information to inform program management.
* Provide support for data entry and reporting as needed, ensuring timely and accurate contributions to assessment, monitoring, and evaluation activities.
* Assist in data collection for internal studies, assessments, evaluations, and other data collection requirements.
* Work collaboratively with program teams to support the implementation of project MEAL plans.
* Perform additional tasks as assigned to support the MEAL team.

***Accountability and response mechanism CRM**** Assist the West Bank Field Office MEAL Team in implementing accountability assessments in the targeted communities according to Save the Children (SCI) accountability benchmarks and other international standards.
* Support the facilitation of information sharing sessions within target communities on existing accountability mechanisms and means of contacting SCI.
* Collaborate with the WB FO MEAL Team to assist in conducting consultation sessions with adults and children to help develop effective and child-friendly accountability mechanisms for target communities.
* Maintain and update databases related to accountability mechanisms and support the development of new tools and channels to improve community participation and their ability to provide feedback and raise concerns.
* Support the mechanism of communication between the programme team, toll-free operators, and beneficiaries.
* Refer all received complaints to relevant programme teams for their action and make sure all issues are addressed/resolved.
* Record accountability-related incidents in the database and follow up with relevant staff members as directed.
* Coordinate with the Gaza FO MEAL Assistant to ensure a complete and updated accountability database.

***Support to MEAL unit functions**** Participate in team workshops, lessons learned and reflections seminars by providing logistical support and contributing as needed.
* Contribute to West Bank staff and MEAL unit meetings by sharing observations and assisting in reporting successes and challenges.
* Support in the implementation of MEAL systems (including Indicator Performance Tracking Tables) and their roll out to field staff and partners.
* Support the MEAL unit to achieve its goals through the occasional undertaking of additional activities that contribute to the overall ability of the organisation to achieve its stated outputs.
* Assist in rolling out the digitalized MEAL system by performing data entry tasks and ensuring accuracy for West Bank project data.
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| **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
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| **QUALIFICATIONS*** Bachelor’s degree in business administration, statistics, social sciences, engineering or related field.
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| **EXPERIENCE AND SKILLS****Essential:*** Minimum of +2 years’ experience in MEAL related work.
* Excellent verbal and written skills in English and Arabic
* Strong interpersonal and organisational skills
* Computer proficiency, particularly with Microsoft Office (Word, Excel, Outlook).
* Experience in using computer programmes to collect data such as KOBO Toolbox and the ability to document and share assessment and monitoring results.
* Previous experience in planning, collecting, entering, and managing data
* Willingness to travel to the field and work in challenging environments.

**Desirable:** * Good personal organizational skills, including time management, and ability to meet deadlines and work under pressure.
* Ability to work within a multicultural setting.
* Understanding of Save the Children’s vision and mission and a commitment to its objectives and values
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| **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 reasonable to 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. |
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| **JD written by: West Bank FO MEAL Senior Coordinator**  | **Date: March 7, 2021** |
| **JD agreed by: West Bank Field Office Manager** | **Date: March 8, 2021** |
| **Updated By: WB MEAL Coordinator**  | **Date: November, 20, 2024** |
| **Evaluated:**  | **Date:**  |

Declaration

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I have read and understood this job description and I pledge to respect it along with the SC’s Code of Conduct, Child Protection Policy, the Staff Regulations and the terms and conditions of the contract I signed.