

TITLE: Head of MEAL	
TEAM/PROGRAMME: Programme Development and Quality	LOCATION: Lilongwe, Malawi
GRADE: Grade 2	CONTRACT LENGTH: 1 year, with possibility of extension year on year
<p>CHILD SAFEGUARDING: 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>ROLE PURPOSE: The Head of MEAL will be responsible for providing leadership in developing and implementing a country impact and learning framework ensuring that the Malawi country office has functional MEAL systems that enable tracking and documenting impact for children. The role will champion adaptive programming, beneficiary accountability, learning, innovations, research-based evidence and information for achieving breakthrough solutions in bringing immediate and lasting changes in the lives of children.</p> <p>The Head of MEAL will thus work with Thematic Advisors, Programme Managers and MEAL team to incorporate innovation, best practices, and lessons learned for improvement of programme quality ensuring alignment with the Save the Children MEAL framework and minimum standards.</p> <p>The Head of MEAL will develop strong collaborative working relations across Save the Children members, partners, donors, and other organizations with regard to programme MEAL issues. 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.</p>	
<p>SCOPE OF ROLE: Reports to: Director of Programme Development and Quality Staff directly reporting to this post: 4 Budget Holder Responsibilities: None Role Dimensions: The role works across all functions/departments of the country office, and leads engagement on subject matter with colleagues from region, global and Save the Children Member offices. The role will engage with and represent the organisation with level external stakeholders in Government, donors and partners.</p>	
<p>KEY AREAS OF ACCOUNTABILITY : Together with the MEAL core team and in collaboration with the Programme Development & Quality and Operations teams and Save the Children partners, the Head of MEAL will have a key role in establishing and promoting programme quality and innovation, which will be achieved through developing and improving monitoring, evaluation, impact assessment and learning methodologies, capacity building, technical advice and knowledge sharing.</p> <p>Strategic Leadership Provide strategic leadership to documentation of impact and evidence generation, scanning the local and global environments for trends and new directions and contribute to developing the evidence and learning component of the CO strategic and annual plans and reports.</p> <p>Head of MEAL will be responsible for establishing and promoting the use of evidence and learning systems to ensure that the Country Office:</p> <ol style="list-style-type: none"> I. is informed on the extent to which programme activities are affecting the lives of the children and project participants; 	

2. generates and shares evidence-based knowledge on the positive and negative impact that our programme interventions are having over the communities where SCI works;
3. receives regular, timely and context-specific, meaningful feedback from our staff, partners, programme participants (who are or are not targeted by our interventions), and that feedback effectively informs and signals areas where strategic attention is required.

Country Strategic Plan (CSP) & New Business Development (NBD)

4. Supports the Program Development and Quality Director in the coordination of Country Strategy Plan, annual planning and reporting processes.
5. Participate in the development of CSP and ensure that the CSP has clear objectives, targets, learning agenda and reporting mechanisms.
6. Socialize CSP's learning and reporting approaches to various sections within SCI and stakeholders.
7. Report on the progresses of the implementation of CSP to the SMT and regular follow up on the action points.
8. As a contributor to proposal development, review and improve MEAL technical narrative and budgets within proposals, support development of SMART indicators with technical teams, ensure quality mechanisms are in place, and ensure consistency with the CO and SCI MEAL strategies.
9. 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.
10. Lead and foster learning based on best practices, lessons and feedback captured from programme participants (adults and children) to influence and guide the design and implementation of programmes.
11. Effectively manage the MEAL budget by understanding sources of funding and possible gaps, and optimizing available resources.
12. Ensure cost recovery for the CO MEAL team.

Design and Implementation of a Comprehensive MEAL System that meets SCI standards

13. 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.
14. 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.
15. Ensure 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.
16. Lead and facilitate implementation of a data analysis approach that ensures access and utilization of data for decision-making, accountability and continuous improvement of our programming for and with children.
17. Ensure 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.
18. Ensure 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.

19. Ensure smooth integration of programme quality and accountability standards into daily work of both emergency and development work ensuring that quality standards such as the Core Humanitarian Standards (CHS) are well incorporated.
20. Contribute to child-focused and child-led programme implementation, by ensuring children's participation, reporting back to children, and child-led M&E.
21. 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.
22. 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,
23. Work with NBD, the Program Operations Department, and Technical Advisers to ensure that all projects have quality assurance mechanisms integrated into their design and implementation.
24. Ensure that KPIs related to MEAL activities are regularly met through institutionalisation of robust systems for tracking, reporting and following up improvement actions.
25. Foster innovation by identifying opportunities to pilot new approaches and to upgrade tools, systems and process based on advances in the aid sector.
26. Working with PDQ and OPS staff, implement the country office quality uplift plan, lead the planning and coordination of the quality implementation monitoring processes, the documentation, sharing and follow up on recommended actions.
27. Lead the development and implementation of the MEAL guidelines and MEAL Strategy for the Country Office ensuring that there are systems, structures and capacity to meet all MEAL related Program KPI's;

Internal Reporting

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).

Knowledge Management and Learning

6. Develop frameworks to integrate impact assessment, learning and knowledge management into the programme and project cycle of both development and emergency interventions, including developing and improving frameworks for regular project/programme reviews and participatory impact assessments.
7. Work with MEAL staff, thematic experts and Program Managers to define a learning agenda and implement mechanisms that allow reflection and learning between and cross teams.
8. Lead coordination of programme research, including the collection and analysis of data. Document and synthesis as required research findings for programme and policy adoption together with other project team members, partners and consultants.
9. Provide evidence-based information and analysis to enable staff engaging in relevant national and global networks.
10. Contribute to actively disseminating and communicating programme findings and research outcomes widely, and in particular – to the Government, donors and to other humanitarian and development actors

11. Participate in virtual working groups with Monitoring and Evaluation Specialists to tap external best practice in the MEAL sector and ensure that such knowledge and experience is applied in the country office.

Staff Management, Mentorship, and Development

12. Ensure appropriate staffing, resourcing and development within the MEAL Team
13. Manage the MEAL Team, communicating expectations and priorities. Provide management leadership and technical support as needed.
14. Building capacity and knowledge of staff and partners on MEAL systems, strengthening organizational knowledge and understanding of effective programming through networking, experience sharing and searching for innovative ideas
15. Identify training and professional development need and opportunities of MEAL staff in respect to applying MEAL framework.
16. Manage the performance of core MEAL team members through:
 - a. Conducting regular and continuous one to one meeting
 - b. Effective use of the develop to perform (D2P) including the establishment of clear, measurable goals, success criteria's, ongoing feedback and periodic reviews.
 - c. Coaching, mentoring and other developmental opportunities.
 - d. Recognition for outstanding performance.
 - e. Documentation of performance that is less than satisfactory, with appropriate performance improvements/ workplans.

Child Safeguarding

Ensure monitoring of Child Safeguarding mainstreaming by all departments as well as monitoring of the implementation of the Malawi Programme Child Safeguarding plan with MEAL activities

KEY DELIVERABLES

- Develop and review country MEAL strategy, guideline, and plans (on annual basis)
- Report on the progress of the implementation of country strategy plan (to be done annually).
- Consolidate and report on key impact areas or results identified and agreed by SMT (focusing on high impact programmes)
- Share summary of key learnings documented, and evidence generated based on CSP learning agenda.
- Produce quarterly analysis reports/briefs, KPI's, Quality Benchmarks and present at the SMT level for decision making purpose.
- Submit country annual reports using PRIME platforms (including total reach).
- Summarize and share key learnings from evaluations for program adaptations and future programme design.
- Report on the use and uptake of Knowledge Management platform and repository by different workstreams.

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

<ul style="list-style-type: none"> • future orientated, thinks strategically and on a global scale. <p>Collaboration:</p> <ul style="list-style-type: none"> • 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. <p>Creativity:</p> <ul style="list-style-type: none"> • develops and encourages new and innovative solutions • willing to take disciplined risks. <p>Integrity:</p> <ul style="list-style-type: none"> • honest, encourages openness and transparency; demonstrates highest levels of integrity
<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • Post-graduate degree in an area of social sciences, development administration or equivalent field experience.
<p>EXPERIENCE AND SKILLS</p> <p>Essential</p> <ul style="list-style-type: none"> • Minimum of 10 years of 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), and with the majority of that time focused on overseeing comprehensive MEAL systems that ensure programme effectiveness and quality. • Experience of working on all elements of MEAL including designing, rolling out and managing systems including robust and responsible data collection and use. • Experience of securing resources from donors for MEAL activities/staffing and budget management • 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. • Sound knowledge of international quality standards (Red Cross Code of Conduct, Sphere Standard, Core Humanitarian Standard) and proven experience of using these standards in practical ways to promote quality and accountable programming • 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. • Fluency in English, both verbal and written

<ul style="list-style-type: none"> • Willingness to travel to field sites. • Commitment to and understanding of Save the Children International’s aims, values and principles <p>Desirable</p> <ul style="list-style-type: none"> • Direct experience of working with communities in participatory activities, including confidence in working with children and an understanding of child-friendly participatory methodologies • Highly developed cultural awareness and ability to work well in an environment with people from diverse backgrounds and cultures • Strong results orientation, with the ability to challenge existing mindsets • Experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy in • Proven success in managing a team and dedication to staff development. • Highly developed interpersonal and communication skills including influencing, negotiation and coaching. 	
<p>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.</p>	
<p>Equal Opportunities The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.</p>	
<p>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.</p>	
<p>Safeguarding our Staff: The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy</p>	
<p>Humanitarian response 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</p>	
<p>Health and Safety The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.</p>	
JD written by:	Date:
JD agreed by:	Date:
Updated By: Burcu Munyas Ghadially	Date: December 10,2024
Evaluated:	Date: