

TITLE: Regional MEAL Coordinator - South	
TEAM/PROGRAMME: Programme Development and Quality	LOCATION: Zomba
GRADE: Grade 4	CONTRACT LENGTH: 1 year with possibility of extension year on year, subject to funding availability
<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 Regional MEAL Coordinator will oversee data management and all other MEAL functions in all projects and programmes in the Southern Region of Malawi Country Office.</p> <p>The postholder ensure that data is consistently and systematically captured and stored in all projects/programmes under his/her jurisdiction. He/She will be responsible for providing support to Project Managers, project and/or partner MEAL staff and other project staff the southern region ensuring both data and MEAL systems in general are functional. He/She will ensure all projects/programmes have key MEAL tools and that staff, communities and partner staff are well trained on how to use the tools. He/she will also ensure that all concerned parties are well conversant with key data management processes and general MEAL concepts and skills to ensure that data management and other MEAL processes for all projects and or programmes are consistently and systematically managed and kept functional.</p> <p>The Regional MEAL Coordinator will perform these functions for projects without MEAL staff, and provide support to projects that do have MEAL Officers in place.</p> <p>In the event of a major humanitarian emergency, the role holder will support National Humanitarian MEAL Manager and may be expected to work outside the normal role profile and be able to vary working hours accordingly.</p>	
<p>SCOPE OF ROLE: Reports to: Head Of MEAL Staff directly reporting to this post: None Role Dimensions: Working across multiple projects and with multiple partners (both implementing and strategic partners), the Regional MEAL Coordinator will oversee all MEAL functions and support all other MEAL functions in the region with particular focus on development of MEAL plans, development of data storage systems, documentation and dissemination of key learnings from MEAL and research results in support of the project/programme objectives and outcomes. He/She will ensure that adequate controls are in place to enhance data quality confidentiality and compliance and that projects in the region are accountable to beneficiaries and other stakeholders in line with Save the Children, Malawi Government and donor policies and practices.</p>	
<p>KEY AREAS OF ACCOUNTABILITY :</p> <p>Programme Design (NBD)</p> <ul style="list-style-type: none"> • Review logframe/Result framework developed by TAs and NBD during project design processes • Lead on the development of MEAL Frameworks and IPTTs if required at design stage 	

- Contribute in the write up of NBD proposals; specifically by writing the MEAL section of the proposals.
- Ensure adequate MEAL staffing and budget for MEAL activities are included in the proposals to ensure there is adequate MEAL staff in the region across a number of projects.

Monitoring

- Ensure that each project in the region has MEAL plan and data collection tools
- Provide orientation to project, partner staff and volunteers on the project MEAL plans and data collection tools and basics of MEAL
- Support training of programme and partner MEAL staff in designing, implementation, monitoring and evaluation of projects.
- Support the organisation of quality monitoring visits to identify best practices and challenges encountered during implementation of the project
- Ensure that all projects in the region have IPTT's and updated regularly
- Ensure that each projects have and are utilising quality benchmark standards
- Support quality benchmarks assessments for high impact projects.
- Support data collection, analysis and compilation of reports;
- Undertaking Data Quality Assurance (DQA) of the programme
- Ensure full compliance with all grants related reporting requirements and their timely submission.

Data Management System and Dashboards

- Track and maintain a record of the programme Key Performance Indicators in the region
- Ensure that all projects operating in the southern region are well set up and regularly update project MEAL data on the PRIME system
- Work with PMs and MEAL staff to ensure that -- PM is updating DIP and are managing the Action module, MEAL team is updating the Lofgrame which feeds into IPTT
- Support the PMs and MEAL staff to be able to present MEAL data on PRIME during Monthly award review meetings.
- Coordinate with programme and communications staff to ensure that success stories and lessons learned are properly documented and shared with SCI Country Office and implementing partners.
- Support programme and MEAL staff to collect good quality monitoring data in a timely manner and collate/organize data for entry and analysis in the database.
- Provide ongoing feedback to MEAL staff, stakeholders to ensure that data that is generated is extensively used among project stakeholders.

Evaluation:

- Prepare and update evaluation calendar for the region in line with the country evaluation calendar
- Support designing and conducting of baseline of the project,
 - This includes preparation of ToR, development of baseline data collection tools, training of data collectors, data analysis and report writing
- Participate in mid-term and end line evaluations and research or other studies for programmes
- Presentation and documentation of key findings and recommendations from the evaluations for program adaptations and learnings
- Coordinate the dissemination of evaluation findings with internally and externally

Learning

- Develop the regional learning database and communicate with project staff for continuous documentation of learnings.

- Promote the utilization and keeping of learning logs in the projects implemented in the region.
- Identify key learning topics for programme adaptations and future programme design
- In coordination with programme staff, ensure proper and regular documentation of lessons learned, case studies and best practices.
- Coordinate the quarterly Area office learning and reflection meetings

Accountability

- Support the project and partner staff on establishment of child friendly feedback mechanisms to mainstream accountability across the programme/project interventions.
- Ensure establishment of appropriate feedback mechanisms that are contextual, effective, accessible and safe for children and carers.
- Promote accountability in general and to children in particular, among all staff at school, community and district levels in the programme/project impact areas through training; and establishment and utilisation of appropriate feedback mechanisms to improve programming
- Ensure sharing of accurate accountability data for follow up actions, and quarterly reporting at national level.

KEY DELIVERABLES

- Produce analysis report at region level by looking at the performance of high impact project indicators against targets. This will be done quarterly.
- Share consolidated IPTT's to Area Office Manager at quarterly level.
- Present key findings and recommendations from joint monitoring visits on quarterly basis.
- Present and share feedbacks from data quality assurance – at least twice a year.
- Summarize findings from quality benchmarks and share with project team – at least three times a year
- Share and update the learning plans of projects on quarterly basis. This includes learning topics and questions identified by themes and projects.
- Share summary of key learnings documented, and evidence generated on a quarterly basis as per the learning plan.

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.

<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"> • Bachelor’s degree in Computer Science, Statistics, Demography or related field. • Experience database development and management is an added advantage
<p>EXPERIENCE AND SKILLS</p> <p>Essential</p> <ul style="list-style-type: none"> • At least 5 years hands-on experience in delivering MEAL functions e.g. designing, maintenance of databases and development of tools. • Very good skills in Monitoring and Evaluation, effective use of log frame indicators and results based frameworks for reporting of outputs, outcomes and impact • Understanding of and ability to apply quantitative and qualitative data collection methods, including survey design, and data entry and analysis • Skilled in field work monitoring with ability to identify lessons learnt • Ability to design, conduct and analyse programme operational research • Ability to support programme evaluation or survey in Child focused Programming or Community Development related fields • Experience in facilitation of programme trainings • Experience in managing field data collection work • Experience with computer packages such as MS Word, SPSS, EPI info, Access, Excel, power point and e-mail. • Familiarity with mobile data collection platforms such Kobo Collect, ODK or Survey CTO. • Ability to critically review research/evaluation reports by independent consultants. • Good interpersonal and communication skills in English and Chichewa • Ability to communicate scientific data to communities, program staff, and partners in simple and clear manner. • Ability to work well with Government systems, especially at the district level and below • Good personal organizational skills, including time management, and ability to meet deadlines and work under pressure • Commitment to and understanding of Save the Children’s aims, values and principles. • Willingness to travel to field offices and work in challenging environment from time to time • Ability to work within a multicultural setting.
<p>Additional job responsibilities</p> <p>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</p> <p>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:</p> <p>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:</p> <p>The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy</p>
<p>Humanitarian response</p> <p>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</p>

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.	
JD written by: George Chidalengwa	Date: September 2019
JD agreed by: Matt Croucher	Date: November 2019
Updated By: Burcu Munyas Ghadially	Date: Dec 2024
Evaluated:	Date: