

**SAVE THE CHILDREN INTERNATIONAL
ROLE PROFILE**



TITLE: Monitoring, Evaluation, Accountability & Learning (MEAL) Officer	
TEAM/PROGRAMME: MEAL/PI	LOCATION: Hanoi
GRADE: 5	CONTRACT LENGTH: TBC
CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people frequently (e.g. once a week or more) because they work in country programs.	
ROLE PURPOSE: The main purpose of MEAL Officer is responsible to set-up project Monitoring, Evaluation, Accountability and Learning (MEAL) system for assigned project(s). His/ her responsibilities focus on providing MEAL technical guidance including MEAL guideline, tools. The MEAL Officer is responsible to carry out data analysis and come up with recommendation for project implementation enhancement. The Post provides MEAL capacity building for project teams and partner staffs. The MEAL Officer is directly responsible for assigned outputs and tasks of CO level, include reporting, PRIME, information analysis. List of assigned projects: Sponsorship, Lavazza, SCCP, and OCSEA ...	
SCOPE OF ROLE: Reports to: Head of Strategy and Impact Staff reporting to this post: N/A Budget responsibility: N/A Role Dimensions: Work closely with project teams, SI, other teams at CO, and global and national networks.	
KEY AREAS OF ACCOUNTABILITY: MEAL system and capacity building • Develop MEAL Plan, IPTT, Quality Benchmarks, data collection tools, baseline and endline, reporting templates, for projects, in line with SCI Quality Framework. • Setup MEAL components in PRIME for new project including Log-frame, indicators creation and approval and MEAL plan. • Provide trainings, coaching, sharing sessions to project team and implementing partner staff, in order to ensure the implementation of project MEAL system. • Be a focal person for one area of MEAL at CO level. Project Monitoring & evaluation, Accountability and Learning • Carry out regular project data analysis (pre and post-test, action trackers from QB, feedback, trips reports). • Organise quarterly project sharing, using information from data analysis, on thematic basic, to support the improvement of project implementation. • Responsible for project baseline and endline, in collaboration with project team. Provide inputs for evaluation plan, working with other functions, development of TOR, recruitment of consultant (if required), inception report, tools, ERC approval, data collection plan, data analysis and final reporting. • Provide inputs to REK team for CO leaning agenda. Reporting • Responsible to make sure timely and quality of KPIs reporting, projects/ CO total reach, and CSP goal thematic/ milestones. • Inputs for other CO reporting (e.g. report to the government).	

Others:

- Inputs and participate for project log-frame when required.
- Liaison with global and national networks/ platforms.
- Upload reports for MIs.

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 personal development, and encourages their team to do the same
- Widely shares their 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, MEAL colleagues, PI/ Project team, members and external partners and supporters (if required)
- 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

- Bachelor's degree on development study, international study or higher in M&E, Statistics/ data analysis/ technologies for development, community development or related field.

EXPERIENCE AND SKILLS

- Minimum 5 years of experience, at the level of expertise described above, in project/program MEAL at international organizations
- Experience with qualitative and quantitative data analysis, using common data analysis packages (example quantitative packages: STATA or SPSS or R; example qualitative package; Kobo toolbox)
- Proven experience in database management, using common packages (examples include Access, Excel)
- Proven experience in evaluation and research reports writing.
- Proved experience of verbal presentation of data relating to project work, using English
- Experience in training interventions and beneficiary follow-up is an advantage.
- Experience in child right projects implementation is desired.
- Quick learner with the abilities to think strategically and creatively;
- Ability to provide technical support/inputs in developing and implementing a sound MEAL system for children.
- Willing to travel.
- Commitment to humanitarian principles/accountability frameworks, especially for work with vulnerable populations.
- Ability to work effectively with people of diverse backgrounds.
- Good skills in communicating in English and Vietnamese.

SAVE THE CHILDREN INTERNATIONAL
ROLE PROFILE



• Good interpersonal skills. • Commitment to and understanding of SCI aims, values, and principles including rights-based approaches.	
Additional job responsibilities The duties and responsibilities as set out above are not exhaustive and the role may be required to carry out additional duties within reasonableness of their level of skills and experience.	
Equal opportunities The POs are 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.	
JD written by:	Date:
JD agreed by: Vuong Dinh Giap, Program Director	Date:
Update by:	