

**SAVE THE CHILDREN  
INTERNATIONAL PROGRAMS  
ROLE PROFILE**

<b>TITLE:</b> Monitoring, Evaluation, Accountability and Learning Technical Adviser (MEAL TA)	
<b>REPORTS TO:</b> Deputy Response Team Leader - Programmes	<b>LOCATION:</b> Bucharest, Romania
<b>GRADE:</b> 3	<b>CONTRACT LENGTH:</b> 12 months
<p><b>CHILD SAFEGUARDING:</b> Level 3: the role 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.</p>	
<p><b>ROLE PURPOSE:</b> Following the escalation of the conflict in Ukraine, more than 800,000 people fled to Romania. Save the Children International sent in an initial response team to assess the needs of children and their families in Romania and is scaling up its programmatic response with Save the Children Romania Member Office (Salvati Copiii), which has been working with asylum seekers and children for over 30 years and has a strong network with local civil society organization and national authorities. The program includes operating safe space for children and mothers in reception and asylum centres, provision of NFI and key information at border crossing points, mental health and psychosocial support and prevention of trafficking and GBV, integration of children in formal and informal education system, supporting child protection system when required, providing counselling support to families in need. Save the Children implements a regional cash and voucher programme in Ukraine and neighbouring countries including targeting people on the move and settling in Romania.</p> <ul style="list-style-type: none"> <li>• Under the leadership of the Save the Children Romania CEO, the MEAL TA will be expected to lead on MEAL system design and implementation, evaluations, MEAL master budgeting, coordination, and support relevant fundraising, procurement and recruitment processes as well as proposal writing and strategy and log frame development at national level.</li> <li>• Save the Children is committed to accountability to affected people and meaningful child engagement during humanitarian responses. The MEAL TA will be expected to lead on establishing and strengthening appropriate accountability mechanisms and supporting child participation within the response. In most circumstances, the postholder will be expected to mentor and/or capacity build the response team (staff and volunteers from Save the Children Romania).</li> <li>• The post holder is responsible for ensuring program quality and evidence-based programming in line with international standards and best practices from a range of Save the Children’s emergency responses world-wide. The MEAL TA will ensure systems and procedures are in place and support their roll out with the SC Romania team.</li> <li>• The post holder will be expected, with limited support, to lead on multi-sectorial assessments, programme design, coordination, capacity building, planning, coordination and representation, and support fundraising and relevant recruitment in support of the SC Romania led response.</li> <li>• This position will report to the Deputy Team Leader Programs, and a key element of the role will be to ensure successful integration of the SCI team within the SC Romania team, working towards common goals in line with the humanitarian strategy for the response.</li> </ul>	

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**KEY AREAS OF ACCOUNTABILITY:**

*General Programme Support:*

- Lead the development/revision of response-level MEAL strategy, frameworks and systems and ensure roll out of core SCI MEAL tools, in line with Save the Children's MEAL in Emergencies (MiE) System Quality Benchmarks and SC MiE Procedure;
- Working with thematic Technical Advisers, support the development/revision of the response Master Logframe to support proposal logframes, MEAL frameworks, plans and budgets;
- Develop MEAL master-budget and work with awards management, fundraising and technical teams to ensure MEAL activities and costs are adequately covered;
- Ensure the development/revision of data collection tools and forms, the timely completion of Indicator Performance Tracking Tools for each award and the Output Tracker and total reach.
- Support response staff to manage monitoring and evaluation of programme/project activities as agreed in MEAL frameworks or plans. Capacity build technical field staff in carrying out the work and ensure participatory and child-friendly approaches adopted wherever possible;
- Ensure technology is efficiently used for data collection and analysis (e.g. through KoBo Toolbox), as well as for data management, supporting the design and development of databases;
- Set up systems to manage complex information generated by MEAL activities, such as feedback databases and qualitative outcome monitoring data systems;
- Conduct quantitative and qualitative data analysis to inform course correction of responses. Present and disseminate information to inform senior management decision-making;

*Assessments and Monitoring:*

- Lead planning, delivery and analysis of (multi-sectoral) needs assessments in coordination with other external sector agencies, ensuring assessment findings include an analysis of children's needs;
- Work with thematic Technical Advisers to lead development of programme baseline surveys and endlines where required;
- Lead on development of systems and tools to roll out of quality benchmarks for core activities of the response;
- Support the Deputy Team Leader PDQ to analyse progress against response objectives and strategies.
- Lead in the process of undertaking regular data quality assessment and providing feedback on data improvement.

*Accountability:*

- Lead on design and delivery of contextually appropriate response-level accountability mechanisms that are child-friendly (including feedback and reporting mechanisms, information sharing and participation opportunities);
- Ensure overall organizational awareness on core humanitarian standards and accountability within the SC Romania member team.
- Drive and ensure the analysis of feedback data, the reporting of findings through the accountability report, the use of findings for decision-making, and the closing of the feedback loop on an individual and/or community level;
- Support participatory programme design and delivery processes alongside technical sector specialists to ensure programmes/projects are carried out with participation from all crisis-affected communities (including children).
- When required by the relevant teams, participate in investigations as well as support with the development of necessary tools and databases for Safeguarding and Fraud / Compliance teams.

*Evaluations and Learning:*

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- Follow the Humanitarian Evaluation Synthesis guidance to know which projects should be evaluated and which do not have to be. Responsible for the response level synthesis of evaluation reports.
- With support from senior staff, lead planning, design, implementation and follow-up of response-level reviews/evaluations (e.g. Real Time Reviews for Category 1 and 2 responses) and provide support to technical teams on the design and implementation of sector/project specific evaluations;
- Lead on response-specific learning activities e.g. facilitating the development of the Response Learning Agenda, prepare lessons learnt reports etc.;
- Ensure that evaluations and documents capturing learning are centrally stored, that their main findings are communicated to response management for decision-making, and that their main findings feed into programme design and future responses;

*Capacity Building and MEAL team management:*

- Identify learning and training opportunities for SC Romania staff and deliver trainings accordingly.
- Work as a mentor and role model for less experienced SC Romania staff.
- Together with other sectors, identify sector-integrated capacity building opportunities and deliver trainings accordingly to SC Romania staff.
- Facilitate the trainings from technical advisors to MEAL teams on safeguarding and protection elements in MEAL (particularly during data collection) and Research processes.
- Manage the MEAL team (MEAL Manager and MEAL Officers), including identifying MEAL staffing needs for emergency responses, and lead rapid recruitment, induction, performance management and training alongside HR, when required.

*Representation & Advocacy:*

Ensure that SC's work is coordinated with efforts of other agencies and Government, and support Interagency Coordination forums (Information Management Working Group), advocating for the specific needs of children.

**COMPETENCIES FOR THIS ROLE:**

**1. Applying Technical and Professional Expertise**

Applies the required technical and professional expertise to the highest standards; promotes and shared best practice within and outside the organisation

**Level required: Accomplished**

**2. Delivering Results**

Takes personal responsibility and holds others accountable for delivering our ambitious goals for children, continually improving their own performance or that of the team / organisation.

**Level required: Accomplished**

**3. Problem Solving and Decision-Making**

Takes effective, considered and timely decisions by gathering and evaluating relevant information from within or outside the organisation

**Level required: Accomplished**

**4. Leading and Inspiring Others**

Demonstrates leadership in all our work, embodies our values, and articulates a compelling vision to inspire others to achieve our goals for children.

**Level required: Skilled**

**5. Developing Self and Others**

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Invests time and energy to actively develop self and others to help realise their full potential, and to build the organisation's capability for the future

**Level Required: Skilled**

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**QUALIFICATIONS AND EXPERIENCE**

**Essential**

- Bachelors or Masters' degree in a relevant subject or equivalent field experience
- 5+ years experience of working in technical MEAL roles
- Previous humanitarian response experience in response country or overseas
- Demonstrated ability to design and establish MEAL systems in for emergencies
- Strong skills in collecting, analysing, interpreting and encouraging the use of both qualitative and quantitative data.
- Experience in data collection through technology (e.g. KoBo Toolbox)
- Proven ability in using data and analysis to influence programmatic change.
- Proven capacity to supervise, train and coach/mentor staff
- Proven experience of managing a team and project(s)
- Experience of working through systems of community participation and accountability, including training staff in relevant approaches
- A high level of written and spoken English and local language, including an ability to write clear and well-argued reports.
- Excellent communication, influencing and representational skills
- Politically and culturally sensitive with qualities of patience, tact and diplomacy
- The capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances.

**Desirable**

- Experience of using child-friendly participatory methodologies
- Experience in statistical and qualitative analysis software e.g. NVivo and SPSS

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**Author: Romania DTLP**