

TITLE: Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator	
TEAM/PROGRAMME: Family Care First, Program Operations	LOCATION: Phnom Penh (with regular travel to field – approx. 25% of time)
GRADE: 3	CONTRACT LENGTH: UDC
<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: Family Care First (FCF), facilitated by Save the Children, is a network of organizations working together to support children in Cambodia to live in safe, nurturing family-based care. FCF works collaboratively with the government, local and international NGOs, academic institutions and UN agencies, to promote and strengthen family-based care. With approximately 60 member organizations, including 7 funded partners, FCF is working to prevent children from being separated from their families and increase the number of children that are safely and successfully integrated into family care.</p> <p>The MEAL Coordinator will guide and oversee the implementation of the Monitoring and Evaluation (M&E) system for the FCF program, in line with FCF program and Save the Children requirements. They are responsible for ensuring that donor M&E and reporting requirements are met in a timely and high-quality manner. They will work closely with the Project MEAL Manager, other FCF MEAL Coordinators, Chief of Party, Social Work Coordinators, FCF implementing partners (NGOs), and the Save the Children County Office MEAL team, to ensure that relevant program data and information are collected, checked, verified, entered into database, consolidated, and analysed. The project also has a strong knowledge and learning component with an emphasis on research, piloting, and documentation.</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>Scope of the role</p> <p>Reports to: Project MEAL Manager, FCF Staff reporting to this post: None Direct: No direct reports, however, FCF implementing partners will submit data and M&E reports to this post for verification, consolidation, and reporting Indirect: None Budget Responsibilities: None Role Dimensions: The MEAL Coordinator will take the lead in providing guidance and support in all MEAL activities related to Save the Children activities and activities of FCF implementing partners.</p>	

KEY AREAS OF ACCOUNTABILITY:

Technical Support to Project Team & Partners

- Establish project monitoring plan and system for identifying and tracking the indicators and develop processes/procedures and forms to support monitoring;
- Identify needs and provide technical assistance (including coaching) and training to staff and partners in the design and implementation of MEAL activities including via the provision of MEAL tools and techniques;
- Coordinate and facilitate with project staff and partners to develop M&E guidelines, tools, and lessons learned documents, especially at the impact level, and compile and disseminate information in appropriate formats as needed for project planning and progress reviews;
- Support consultant team and partners to conduct project evaluation and research;
- Conduct quarterly field visits and spot checks to ensure the application of MEAL guidelines and tools are on the right track and of good quality.
- Participate in program meetings, workshops, and trainings to build technical understanding of thematic
- Participate in and contribute to MEAL team meetings

Data management and Quality

- Oversee data collection to ensure quality and consistency;
- Collect, screen, and enter data for FCF project and other as requested from line manager;
- Ensure that all relevant data are reliable and updated into database/tracking;
- Coordinate and facilitate data collection and consolidation for FCF program, Total Reach and KPIs according to agreed data management flow. Ensure the consolidated data and information are accurate, synthesized for easy extraction by project staff, and completed on time.
- Prepare data for processing by organizing information, checking for any inaccuracies, and pursue any additional information where needed
- Compile and disseminate information in appropriate formats as needed for project planning and progress reviews;
- Facilitate and coordinate with project staff and all partners under FCF projects to ensure the development and implementation of MEAL manual including MEAL capacity building, data collection tools, procedure in data collection, data mechanism flow and management, and data reports
- Ensure projects have clear data collection tools and clear data collection points developed, with a documented data flow from collection to reporting and evidence development
- Backup and maintain data according to data management procedure.

Knowledge Management to Facilitate Programmatic Learning & Reflection

- Ensure that all reports and related deliverables including performance monitoring plans required by donors, Save the Children and other stakeholders are produced and delivered on time and are of a consistently high quality;

- Follow up the M&E report and application with project team and partners through monthly/quarterly reflection meetings; ensuring that project team and partners understand the data output well enough to decide on follow-up actions.
- Gather and document project lessons learned and case studies for project advocacy purposes.
- Support the development and implementation of the Quality Benchmarks and Accountability Feedback Mechanisms, facilitating reflection on results gathered
- Collect, screen, and enter data from different sources of Government Ministry, Projects, and Program in data stock system in share drive “S” of Save the Children in Cambodia
- Encourage a culture of knowledge sharing, critical thinking and learning among FCF team and implementing partners.

Emergency Preparedness and Response

- In the event of emergency, participate in the emergency response team and carry out responsibilities outlined in the ERT or assigned by the line manager;
- Promote integration of disaster risk reduction and climate change adaptation into all aspects of FCF programming and operations.

Occasional duties

- Undertake other tasks required by line management.

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, FCF 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.

QUALIFICATIONS

- Degree in social sciences or fields relevant to social research, data management, monitoring and evaluation;

EXPERIENCE AND SKILLS

Essential

- Minimum of 4-5 years of relevant working experience in M&E including tools development, data collection, and data management, preferably with child protection elements;
- Related experience in project frameworks, performance measurement, indicator selection, quantitative and qualitative data collection and tracking systems, data quality checks and analysis methodologies;
- Extensive experience using Excel for data entry, management and analysis.
- Proven ability to prepare M&E plans and reports;
- Proven ability to identify MEAL training needs and provide capacity building through training, coaching, and mentoring to partner/ other staff
- Strong organizational, interpersonal/cross cultural communication and time-management skills while working in a diverse and dynamic team setting in a challenging environment;
- Ability to work with minimal supervision, and solve problems independently;
- Analytical and reliable
- Proficiency in Microsoft Office;
- Excellent written and spoken English.

Desirable

- Experience with USAID and/ or EU funded projects;
- Existing relationships with local NGO and Government partners;
- Experience in M&E for child protection programming
- Knowledge of database software and operations, i.e. Epi-data, Map-information, SPSS and Access (or similar)

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.

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 and Gender

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.

Contribute to promote gender equality, diversity, equity, and inclusion within the Country Office, including in the workplace and in all aspects of work within the role whereas possible

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.

SAVE THE CHILDREN INTERNATIONAL
ROLE PROFILE



JD written by:	Date:
JD agreed by:	Date:
Updated By:	Date:
Evaluated:	Date:

Financial Approvals

Please input only into the blue fields

Hiring manager	Hok Phalla
Job title	Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator
Job Family	PCP
Contract length	UDC
Grade	3B
Replacement/New Role/Backfill	Replacement
Previous role holder	
SMT/Non-SMT	Non - SMT
TE/Non-TE*	Non - TE
Sr TE*	No
International/National	National
Accompanied/Unaccompanied/Partner only	
Location	Phnom Penh
Number of vacancies	1
Internal/External advertising campaign	External advertising

Which Roles are TE

***Only for TE roles**

Primary Technical Area	
Primary Sub-Technical Area	
Secondary Technical Area	
Secondary Sub-Technical Area	
Is this Role Funded by a Single Award?	
Scope	
Context	

Please Ensure you indicate the Budget codes that the Staff costs will be charged to

Cost Centre		
Project code 1	1160013	100%
Project code 2 (if applicable)		0%
Project code 3 (if applicable)		0%
Project code 4 (if applicable)		0%
Project code 5 (if applicable)		0%
Totals		100%
DRC 1	001 - Direct Labor	100%
DRC 2 (if applicable)		0%
DRC 3 (if applicable)		0%
DRC 4 (if applicable)		0%
DRC 5 (if applicable)		0%
Totals		100%

SOF 1	
SOF 2 (if applicable)	
SOF 3 (if applicable)	
SOF 4 (if applicable)	
SOF 5 (if applicable)	


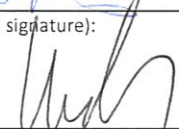

DEA 1	
DEA 2 (if applicable)	
DEA 3 (if applicable)	
DEA 4 (if applicable)	
DEA 5 (if applicable)	

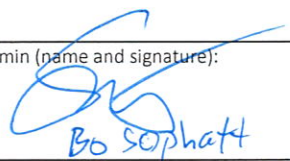
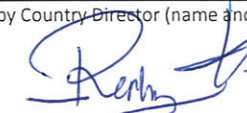
84002328	100%
	0%
	0%
	0%
	0%
	100%
473357	100%
	0%
	0%
	0%
	100%

Total budget (including on-costs)

Please ensure that this field below is populated for effective Resource planning

Do you need to procure a laptop for this Role?	No
If above response is Yes, kindly share the budget codes for the same. <i>Additionally, as we are now live on Prosave, kindly fill the PR online to get Sourcing for the laptop immediately given that the lead times for this are upto 4 Months.</i>	
Forecast start date for role	1-Jul-24

1. Hiring Manager (name and signature): Hok Phalla 	Date: 8/5/2024
2. Department Director (name and signature): Windy McFarlane 	Date: 8/11/2024
3. Confirmed Budget by Award (name and signature): (For thematic only) 	Date: 8/ May / 2024

4. Confirmed Budget by Finance (name and signature): (For cross and non-thematic only)	Date:
5. Head of HR and Admin (name and signature):  Bo Sophatt	Date: 09/05/2024
6. Approved by Country Director (name and signature): 	Date: 09/15/24