

JOB DESCRIPTION

JOB TITLE: Infant and Young Child Feeding in Emergencies (IYCF-E) Monitoring/MEAL Officer	
TEAM/PROGRAM: Nutrition	LOCATION: TBC
GRADE:	Type of Contract: Fixed Term
<p>SCOPE OF ROLE:</p> <p>Reports to: Monitoring and Evaluation Advisor and/or Emergency Nutrition Programme Manager</p> <p>Staff reporting to this post: Field teams (program depending)</p> <p>Budget Responsibilities: <i>(delete if not applicable)</i></p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>Ensure that Save the Children meets its commitments to transparency, internal and external accountability, and to increase positive impact on children's lives, Save the Children is seeking qualified M&E personnel to support operations on ground with particular focus on the Infant and Young Child Feeding in Emergencies program.</p> <p>The M&E Officer will support the M&E Supervisor in ensuring that SC is delivering on its Monitoring, Evaluation, Accountability and Learning (MEAL) commitments and expectations, as outlined in SC's MEAL framework, that all IYCF-E project activities are continually monitored and that lessons are documented and communicated to inform ongoing implementation and future programming.</p> <p>The role will also support reporting requirements (such as the DEC's Accountability Framework) to ensure that requirements are met and are also used as an opportunity for improving the Humanitarian Department's monitoring, evaluation and accountability processes.</p> <p>S/he will guide, advise, and support building of the capacities of field teams in these areas in order to achieve outcome/impact focused projects and accountability to beneficiaries in line with SC and donor policies and practices. S/he will maintain a central and systematic information management system whereby relevant project information, data and lessons of programs are accessible for use as required.</p> <p>Primary Purpose:</p> <ul style="list-style-type: none"> To develop, implement and manage Monitoring, Evaluation and Accountability systems at field level including collating, compiling, analyzing program learning and reporting on all IYCF-E project activities; To implement systems that allow IYCF-E beneficiaries to register complaints and enable them access to share their feedback on SCI interventions; To contribute to assessing impact, learning and new areas of intervention or improving existing interventions. <p>Key Accountabilities:</p> <p><u>Staff Management Responsibilities:</u></p> <ul style="list-style-type: none"> Develop good working relations with sectoral M&E and Nutrition program staff to ensure that MEAL remains a program priority; Participate in team planning and coordination meetings to ensure that data collection and data quality is considered a team activity; Actively contribute to all aspects of the recruitment process for new M&E staff in the field level to ensure that M&E perspectives are considered; 	

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Monitoring and Evaluation:

- To support the development of a useful system that will be used for monitoring, reporting and learning the impact of the IYCF-E projects;
- Work with the M&E Supervisor and nutrition program staff to develop M&E plans, IYCF-E data collection and reporting tools, filing systems and indicator performance tracking;
- Maintain/administer the project monitoring and evaluation system
- Facilitate capacity assessment of staff, partners and communities and accordingly train them in basic M&E processes (gathering data, analysing it and decision making).
- Develop training materials, briefing sheets on impact assessments, monitoring and evaluation tools and methodologies and train staff and partners on the use of these tools and methodologies in liaison with Nutrition Coordinator and Project Manager
- Participate in the design and execution of specific studies, assessments and learning in co-ordination with the M&E Supervisor and IYCF-E managers;
- Coordinate with IYCF-E staff to create a feedback loop so lessons learned are incorporated into program implementation and development;
- Provide specific reports as requested by M&E Supervisor;
- Identify M&E gaps and actively address their causes through training and field visits;
- Assist in data quality assurance and compliance with all IYCF-E grants related to reporting requirements and their timely submission;
- Any other M&E duties as required.

Quality and Accountability:

- Contribute to the design process, including needs assessments, project design, drafting proposals, developing Operational Plans and Thematic Programme Plans, preparing marketing tools as and when required
- Ensure that accountability to beneficiaries is a core element and success indicator for all IYCF-E program activities;
- Work together with M&E Supervisor to review current M&E practice, and assess how beneficiaries can best be involved at every stage of the program cycle;
- Support project team and partners to conduct periodic performance reviews and to effectively utilize and share M&E based information. This will include identification of lessons and best practices from their work, and to draw plans to implement action points on emerging issues in order to achieve informed programming and desired outcomes for children
- Ensure that the other team members, partners and communities are appraised and familiar with the objective and purpose of the project and its planned interventions
- Design and implement appropriate feedback mechanisms that are contextual, effective, accessible and safe for IYCF-E beneficiaries, and that ensure that feedback is recorded, reviewed and acted upon;
- Manage the complaints and response mechanism in the assigned area and make sure that complaints and child rights violation are reported and addressed in a professional and timely manner;
- Increase staff awareness of accountability through induction, training, coaching, informal support and in other ways as identified;
- Work with field teams to ensure that beneficiaries participate at every stage of the IYCF-E cycle.

QUALIFICATIONS

- University degree in social sciences or development-related field.

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EXPERIENCE AND SKILLS

Essential:

- Completed secondary education and a relevant degree would be an added advantage
- IYCF-E experience
- Minimum of 3-4 years of experience in monitoring and evaluation of projects
- Have experience in overall project management
- Good verbal and written communication skills, particularly good command of spoken and written English
- Ability to work with children and communities, and to use the outcomes of monitoring systems to learn lessons and improve performance
- Understanding and experience in quantitative and qualitative data collection and analysis and the application of these methods to project design, monitoring, evaluation, and capacity building in a participatory context
- Proven capacity of management, leadership and teamwork
- Excellent communication skills and a willingness to be respectful, kind, sensitive and empathise with all beneficiaries and their carers
- Familiarity with the project cycle and SC MEAL principles;
- Ability and willingness to make frequent field visits to project sites and to work in a challenging environment;
- High level of computer literacy (MS Word, Excel, Access, and Power Point) and data management;
- Proven data analysis and report writing skills;
- Strong self-starter who is able to take initiative;

Desirable

- Health / Public Health / Nutrition / Agriculture BSc or equivalent
- Experience in conducting nutrition assessments and an understanding of nutritional surveillance and information systems
- Ability to transfer knowledge to diverse audiences through training, mentoring, and other formal and non-formal methods;
- Experience working in developing countries.

Date of issue: