

JOB DESCRIPTION

JOB TITLE: Infant and Young Child Feeding in Emergencies (IYCF-E) Monitoring/MEAL Supervisor	
TEAM/PROGRAM: Nutrition	LOCATION: TBC
GRADE:	Type of Contract: Fixed Term
<p>SCOPE OF ROLE:</p> <p>Reports to: Emergency Nutrition Program Manager and/or MEAL Advisor</p> <p>Staff reporting to this post: International/National staff (depending on program)</p> <p>Budget Responsibilities: <i>(delete if not applicable)</i></p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>To ensure commitments to transparency, internal (as outlined in SC's Monitoring, Evaluation, and Accountability and Learning (MEAL) framework) and external accountability, and to increase positive impact on children's lives, the organization is seeking qualified M&E personnel to support IYCF-E activities on ground.</p> <p>The M&E Supervisor will support the IYCF-E project cycle through assessments and set-up of quality, accountability and M&E systems, to help IYCF-E programs increase quality of evidence, promote data-driven decision making, as well as wider participation of children and other groups of beneficiaries in designing, implementing, monitoring and evaluating programs and projects.</p> <p>Primary Purpose:</p> <ul style="list-style-type: none"> • To lead and put in place relevant monitoring and evaluation systems and mechanisms to ensure an integrated approach to IYCF-E program implementation; • To ensure quality and accountability are integrated into overall monitoring, evaluation and management systems; • To build local capacity on critical M&E, quality and accountability skills, to ensure sustainability, as well as contribute to the agency-wide learning. <p>Key Accountabilities:</p> <p><u>Staff Management Responsibilities:</u></p> <ul style="list-style-type: none"> • Management responsibilities will vary depending on the need on ground, ranging from heading M&E team/s to coaching, gap-filling, etc. • The M&E Supervisor may be asked to manage staff working on accountability, participation and program quality. • Ensure 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; • Lead on the recruitment for new M&E staff in the field level to ensure that M&E perspectives are considered; <p><u>Monitoring and Evaluation:</u></p> <ul style="list-style-type: none"> • Develop and ensure application of proper monitoring, tracking and reporting systems, tools and templates that (a) enable and enhance regular monitoring of IYCF-E outputs and program quality, (b) generate quality evidence in various program levels (monitoring of inputs, outputs, outcomes, etc.) by tracking outputs and progress towards program quality, (c) promote and ensure use of data for decision making processes, etc. • Ensure appropriate levels of M&E are represented, integrated into the ways of working at relevant levels. 	

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- Design IYCF-E M&E processes and procedures that ensure integrated approach to program implementation.
- Set up coordination systems, as well as coordinate sufficient sharing of available information coming from assessments and monitoring of different projects.
- Contribute to proposal development.
- Champion on knowledge management by setting up a proper filing system, sharing and application of lessons learned, and expanding use of case studies, and other forms of qualitative data.
- Support commissioning and conduct of internal and external reviews, evaluations, real time evaluations and lessons learned exercises by developing evaluation ToRs, participating in evaluations, building local participatory evaluation capacity, etc.
- Ensure an effective M&E structure with clear roles and responsibilities amongst implementing IYCF-E staff.
- Contribute to agency-wide initiatives on designing standards and frameworks for better M&E, program quality and accountability.

Quality and Accountability:

- Promote accountability to beneficiaries by ensuring that (a) beneficiaries widely participate in initial IYCF-E rapid assessments, (b) children and beneficiaries affected by our programs are informed about who we are, what we do, etc., (c) beneficiaries affected by our programs are aware of their entitlements, selection criteria, (d) regular feedback from beneficiaries systematically informs and affects the programs, etc.
- Promote and enable child-led and participatory M&E where meaningful.
- Ensure and support integration and implementation of M&E and Accountability systems that are compliant with the Humanitarian Accountability Partnership International (HAP-I) Benchmarks, and other relevant quality standards (e.g. SPHERE).
- Ensure smooth integration of program quality and accountability standards into daily work.
- Promote a culture of lesson learning between programs.

Capacity building:

- Build local capacity (of IYCF-E staff, partners, and other local structures we work with) for better program quality, accountability and M&E during deployment of the national staff, partners.
- Facilitate or co-facilitate trainings where and when identified.
- Help SC learn from existing experiences and programs by extracting learning from innovative programs.
- Design participatory M&E and data collection tools that can be replicated in different contexts.

QUALIFICATIONS

- A higher degree in NGO management, humanitarian studies or similar related subject is desirable.

EXPERIENCE AND SKILLS

Essential:

- Experience implementing IYCF-E activities.
- Experience of working in all aspects of planning, monitoring and evaluation, ideally including: programmatic audits, systematic tracking and analysis, practical experience of developing real time evaluations, assessment systems and also undertaking evaluations or leading evaluation/review teams.
- Significant experience in promoting integrated approach to program implementation in multi-sector programming.
- Ability to ensure appropriate level of M&E is considered in highly operational structures, that M&E functions are well positioned and effectively applied.
- Ability to ensure true participation in program planning, monitoring and evaluation (children and

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adults).

- Significant experience in implementing lead M&E roles.
- Significant experience of working in the humanitarian sector.
- Sufficient hands on field experience overseas.
- Experience in delivering training and presentations on systems, tools and best practice to varied audience.
- Proven analytical and problem solving skills in order to understand the range and content of the program's work and provide practical solutions to operational challenges.
- Ability to work with children and affected individuals and groups.
- Excellent verbal and written communication and relationship building skills in order to deal tactfully and sensitively with a wide range of people in a large organization and at a distance.
- A flexible and initiative-taking, proactive, inspiring attitude with the ability to manage and prioritize an unpredictable workload.
- Willingness and ability to operate an 'open door' policy with regards to colleagues seeking immediate information and support.

Desirable

- Experience in project and grants management.

Date of issue: