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| **TITLE:**  Child Protection (CP) & Child Rights Governance (CRG) MEAL Officer (CP/CRG MEAL Officer) | |
| **TEAM/PROGRAMME:** | **LOCATION:** Kigaliwith frequent travels to field |
| **GRADE**: 4 | **CONTRACT LENGTH:** Fixed**, 1 year with possibility of extension depending on available funds and staff performance** |
| **CHILD SAFEGUARDING:**  Level 3:  the post 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 country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | |
| **ROLE PURPOSE:** The **CP/CRG MEAL Officer,** under the lead of the Head of MEAL,will be responsible for ensuring effective development and implementation of the Monitoring, Evaluation, Accountability system and Learning of the Rwanda Country Humanitarian Programme | |
| **SCOPE OF ROLE:**  The job holder will be responsible for the following:   1. The development of effective and efficient Monitoring, Evaluation, Accountability and Learning systems for the above-mentioned programs & projects (MEAL plans/tools etc.); 2. The management and implementation of their CP/CRG MEAL Plans; 3. The compilation and analysis of program data and learning and subsequent reporting at the program level; 4. The provision of technical assistance designing and implementing studies, research, assessment, surveys, baseline and End line evaluations and qualitative researches as required; 5. The provision of technical assistance whilst designing and implementing CP/CRP related projects and programmes.   In his /her role as CP/CRG MEAL Officer, the jobholder is supporting the Country Office CP/CRG Program through Sida-funded CSO programme.    **Reports to/Functional Manager:** Head of Monitoring, Evaluation, Accountability and Learning (MEAL)  **Direct report/Line Manager:** CP Programme Manager  **Staff reporting to this post: N/A**  **Indirect report: N/A**  **Budget Responsibilities:** Manage MEAL budget in CP/CRG project (CSO Programme) | |
| KEY AREAS OF ACCOUNTABILITY:  **Planning and Reporting**   * Lead on the development and oversee the roll-out of CP/CRG projects MEAL system, ensuring accountability to donors and beneficiaries * Build strong relationships with colleagues and provide support as required to ensure MEAL system is understood and supported at field * Participate in programme development and planning activities * Compile and provide required data with high quality information, including reporting on SCI global indicators, Country strategic plan reporting and quarterly reports, total direct and indirect reach data for reporting to donors and SCI requirements * Coordinate the writing of MEAL section of CP/CRG projects quarterly and annual reports for the donor and SCI and ensure they are submitted on time; * Ensure all projects meet SC MEAL essential standards * Attend MEAL and/ or program related donor meetings while required * Lead on updating CP/CRG projects MEAL plans and other related MEAL documents * Support in the design and development of different CP/CRG projects proposals   **Quality Monitoring**   * Work closely with the programme team to develop Programme Quality Benchmarks * Use process, output and outcome level Quality Benchmarks as reference to undertake field monitoring visits, focusing on program quality aspects, discuss with relevant staff and share reports with relevant colleagues * Work with the programme team to develop data collection tools * Participate in supervision of research and evaluation activities related to CP/CRG; * Work with programme team to regularly collect data related to their indicators. * Perform regular field visits to ensure the quality of data collected by Program staff and to verify the accuracy of reported data   **Management Information System**   * Ensure CP/CRG Program data up to date and well managed through SCI PRIME (Project Reporting Information Management and Evidence) system, * Compile and analyse quantitative and qualitative program data and contribute into subsequent reporting at the program level;   **Accountability**   * Support the programme team to set up Complaint and Response Mechanism to respond to complaints/concerns/feedback from beneficiaries * Develop/maintain database of complaints/feedback to track resolutions/ communication shared with beneficiaries; * Compile and analyse data on monthly basis and share it with program teams at various levels. * Maintain the Complaints and Response Mechanism database * Ensure children’s participation reporting back to children, and child-led MEAL.   **Evaluations and Research**   * In close collaboration with Research and Evaluation Coordinator and Head of MEAL coordinate evaluations and research activities and ensure effective, timely and quality delivery of research and evaluation products. * Work closely with Research and Evaluation Coordinator in the development of data collection tools proposed for evaluations activities * Support the Research and Evaluation Coordinator and/or Technical Advisors in performing all types of quantitative analyses (descriptive and inferential analyses) using appropriate software (SPSS and/or STATA) as instructed and under the guidance of the Head of MEAL * Provide capacity building, orientation, training, and mentoring in evaluation and research methods to relevant programme and MEAL staff and partners at the country office in collaboration with the Head of MEAL * Facilitate the recruitment and training of appropriate survey teams in CP/CRG projects, training of teams and team supervisors, with the MEAL Officer and Research and Evaluation Coordinator   **Learning**   * Work with Sida-funded CSO programme teams to utilise data from trackers for quality improvement; * Document good practices along with the implementation Country Learning Agenda and capture lessons learned and feedback from programme participants (adults and children) to influence and guide the design and implementation of our programmes - (action research); * Organize learning events and workshops for program units to document lessons learnt, good practices and areas of improvement; * Work with the CP/CRG Program Manager to ensure data and learnings are prepared for dissemination. * Present the lessons learnt for CP/CRG projects in different webinars and workshops as required   **Capacity Building**   * Identify capacity gaps and work with the Head of MEAL to build the capacity of the program staff and partners to ensure smooth implementation of quality MEAL systems and effective participatory evaluations; * Provide orientation/training to CP/CRG (Sida-funded CSP Programme) staff. | |
| **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, 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 | |
| **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:**  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. | |
| **QUALIFICATIONS AND EXPERIENCE**  The holder of this position should have the following qualifications and experience:   * Bachelor degree in any Social Sciences, preferably education background in one of the following areas notably gender equality, conflict sensitivity, climate change and child right programming * Minimum 3 years’ experience in Civil society capacity building, child agency, child rights and civic space inclusive advocacy programming within local NGOs or International NGOs, * Proven experience in Monitoring, Evaluation, Accountability and Learning against child-focused programmes; * Good skills and experience in advocacy tracking and documentation policy influence arena; * Ability to document and generate programme changes and impacts with the use of sound tools; * Experience in mentoring and coaching partner CSOs on delivering and achieving measurable interventions aligned to child programming; * Good skills and hands-on skills on the use digital surveys by the use of any of the following digital data collection tools such as Kobo Toolbox and Survey CTO; * Interesting mastery in the use of SPSS and/or STATA in analysing data; * Skills in generating programme dashboard and visualizing data by the use digital tools like infographics; * Experience in the use of data to generate managerial responses to further implement research and evaluation recommendations; * Skills in designing project logframes and capable of using the performance indicator reference sheets to guide programme team on quality delivery of programme activities; * Proven experience in outcomes-based reporting by showcasing impacts of programmes; * Good understanding on the use of programme data to influence policy agenda and push for policy formulation targeting the promotion of the rights of children; * Remarkable knowledge on data collection, analysis, interpretation and reporting; * Understanding on security of programme beneficiary’s personal data and data storage in appropriate e-filing systems; * Computer skills, including internet, office applications, including Word, Outlook and Excel. * Demonstrated ability to work in a multi-cultural environment, and establish harmonious and effective working relationships both within and outside the organization. * A good level of written spoken English and fluency in French as well as Kinyarwanda; * 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. * Commitment to the values, mission and principles of Save the Children | |