

JOB TITLE: Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator, for the LAC Regional Civil Society Program (PASC)	
TEAM/PROGRAM: Regional Civil Society Strengthening Program (PASC) with functional relationship to Program Development and Quality team (PQI)	LOCATION: Preferably Panama, Colombia, El Salvador, Guatemala or Peru.
GRADE: TBC	Contract: Open ended
CHILD SAFEGUARDING: Level 3: the post holder may have contact with children and/or young people intensively (e.g. four days in one month or more or overnight) due to visiting country programs.	
<p>ROLE PURPOSE: As a key member of the vibrant and dynamic LAC Regional Civil Society Program, you will lead monitoring, evaluation, accountability and learning processes for the regional program with a focus on measuring impact in organizational capacity development, civic space, child activism and child rights. In particular, you will lead the development of monitoring and evaluation, accountability and learning (MEAL) system and mechanisms for the regional program and ensure the quality and sustainability of the systems put in place. You will also be responsible for strengthening capacity in monitoring, evaluation, accountability and learning within the partner organizations across the region, adapting MEAL support programmes to address the needs of a wide range of partners.</p>	
<p>SCOPE OF ROLE: Reports to: Regional Civil Society Strengthening Program Director; functional relationship with Regional MEAL Advisor Programme Dimensions: The Civil Society Strengthening Programme works with a variety of partners, including NGOs, networks and coalitions as well as child-led movements. Regional Dimensions: The Civil Society Strengthening Programme supports partners in Argentina, Bolivia, Brazil, Costa Rica, Colombia, Chile, Ecuador, El Salvador, Guatemala, Honduras, México, Nicaragua, Panama, Paraguay, Perú, Uruguay and Venezuela and facilitates regional joint initiatives with local to global impact. Staff directly reporting to this post: None, but you will manage MEAL related consultancies</p>	

KEY AREAS OF ACCOUNTABILITY:

- Provide technical leadership to improve the program's MEAL system and explore innovative opportunities to pilot new approaches to measure civil society strengthening and child rights.
- Provide MEAL guidance and technical support for planning and reporting processes, including assisting partners to effectively utilise reporting tools to articulate impact.
- Ensure application of effective monitoring, tracking, and reporting systems, tools and templates that enable and enhance regular monitoring of outputs and programme quality generate quality evidence.
- Ensure partners are equipped for routine collection, analysis and use of evidence, including disaggregation for gender, disability and the most marginalised and deprived, to document impact, innovate and learn what work for children, and inform management, policy, and programme solutions. This includes needs and baseline assessments, feasibility studies, evaluations, and research, and responsible data management.
- Coordinate the commissioning of internal and external reviews, evaluations, real-time evaluations, and lessons learned exercises by supporting the development of Terms of Reference, participating in evaluations, building local participatory evaluation capacity etc.
- Liaise with staff in the region, other regions, and at the Centre/global level, to identify and promote MEAL capacity building opportunities for partner organizations.
- Provide distance and face-to-face training and coaching/mentoring on MEAL systems, tools, processes, including software for data collection and analysis.

SKILLS AND BEHAVIOURS (our 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, 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, partners and other colleagues
- 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 relevant field. A degree in relation to monitoring and evaluation (e.g. in knowledge management, evaluation, etc.), international development, or in one or more of Save the Children's thematic areas (e.g. education, public health, nutrition, child protection, child rights and emergency response) is considered a plus.

EXPERIENCE AND SKILLS

Essential

- Excellent English and Spanish language skills (speaking, reading and writing).
- Substantial MEAL experience, preferably in the development sector.
- MEAL training, coaching and capacity building experience.
- Experience in implementing MEAL systems, including in quantitative and qualitative data collection and management.
- Experience of supporting and developing programmatic staff with different backgrounds and expertise.
- Strong team player, proactive and flexible.
- Culturally sensitive, with effective interpersonal and communication skills.
- Proven analytical and problem-solving skills in order to understand the range and content of humanitarian and development programmes and provide practical solutions to operational challenges.
- Ability to manage and prioritise unpredictable workload, including the ability and willingness to change work practices and hours in the event of major emergencies.
- Willingness to travel within the region and internationally (varying but could be up to 20% of the time).

Desirable

- Experience in child-focused programming
- Experience in civil society strengthening and organizational capacity development.
- Experience of working within a complex and matrix organisation structure

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 include rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.