

TITLE: Monitoring, Evaluation, Learning, and Research Advisor, FP2030	
TEAM/PROGRAMME: FP2030 Latin American and Caribbean Regional Hub	LOCATION: Panama or other country in LAC region.
GRADE: NAT-2	CONTRACT LENGTH: Open Ended
<p>CHILD SAFEGUARDING: Level 2: <u>either</u> the post holder will have access to personal data about children and/or young people as part of their work; <u>or</u> the post holder will be working in a 'regulated' position (accountant, barrister, solicitor, legal executive); therefore, a police check will be required (at 'standard' level in the UK or equivalent in other countries).</p>	
<p>ROLE PURPOSE:</p> <p>Context: Family Planning 2030 (FP2030) is a global partnership of governments, civil society, multilateral organizations, donors, private sector, and researchers committed to supporting the rights of women and girls who wish to use contraception. FP2030's vision is a future where women and girls everywhere have the freedom and ability to lead healthy lives, make their own informed decisions about using contraception and having children, and participate as equals in society and its development.</p> <p>The FP2030 Support Network includes five regional hubs: North, West and Central Africa; East and Southern Africa; Asia and the Pacific; and Latin America and the Caribbean, and North America and Europe, led by an Executive Director, supported by an Executive Directorate, who reports to the Governing Board. The FP2030 LAC Hub will be headed by a Managing Director supported by a small team, of which the <i>Senior Advisor in Monitoring, Evaluation, Learning, and Research</i> will be part. Save the Children and PROFAMILIA-Colombia working in a collaborative manner have been selected as the host of the FP2030 Latin America & Caribbean Regional Hub.</p> <p>The LAC regional Hub will have a <i>Monitoring, Evaluation, Learning, and Research Advisor</i> who will provide strategic leadership, technical guidance, and practical implementation of MELR activities across FP2030's programmes.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: The <i>Monitoring, Evaluation, Learning, and Research Advisor</i> will report to the Regional Hub Managing Director and work closely with the rest of the LAC Hub team. He/she will have a dotted line to the technical committee (comprised of key representative(s) from Save the Children, PROFAMILIA- Colombia, and FP2030), collaborate with FP2030's global Support Network, including the Executive Directorate, and have an internal dotted-line reporting to Save the Children which has fiduciary oversight for the hub and acts as employer and provides administrative support for the successful functioning of the hub.</p> <p>Staff reporting to this post: none.</p> <p>Budget Responsibilities: none.</p> <p>Role Dimensions: The <i>Monitoring, Evaluation, Learning, and Research Advisor</i> will provide strategic leadership, technical guidance, and practical implementation of MELR activities across FP2030's LAC Hub programmes. This role is critical for enhancing the organisation's ability to measure impact, ensure accountability, and foster a culture of learning and evidence-based decision-making.</p>	

KEY AREAS OF ACCOUNTABILITY:

Strategic Leadership and Framework Development

- Design, implement, and periodically revise FP2030's MELR framework to align with the organisation's strategic objectives. Ensure that the framework is adaptable to diverse contexts and responsive to the evolving needs of FP2030's global partners.
- Develop policies, guidelines, and standard operating procedures (SOPs) for MELR activities to ensure consistency, rigour, and adherence to best practices.
- Ensure that all MELR activities are in line with international standards, such as those set by the WHO, UNFPA, and other key stakeholders in global health and development.

Monitoring and Evaluation

- Establish comprehensive monitoring systems that capture both process and outcome indicators. This includes developing logical frameworks, theory of change models, and results chains.
- Oversee the development and deployment of data collection tools (e.g., surveys, focus groups, routine data) and ensure that data collection processes are ethical, gender-sensitive, and culturally appropriate.
- Implement rigorous data quality assurance mechanisms to ensure the accuracy, reliability, and timeliness of data. This includes regular data audits, spot checks, and the use of digital tools for real-time data monitoring.
- Monitor key performance indicators (KPIs) regularly and provide feedback to programme teams. Identify areas where programmes are underperforming and collaborate with teams to develop corrective actions, including tools (e.i Observatories, Platforms etc.) for tracking indicators of family planning and SRH at national or regional levels for the FP2030 Global Report, as well as the Advocacy and Accountability Dashboards for the Commitment Makers.

Learning and Knowledge Management

- Establish and manage a learning agenda that identifies key learning questions and priorities for FP2030. This agenda should be aligned with strategic objectives and aimed at improving programme effectiveness and should be in the frameworks of Communities of Practices in Family Planning and Sexual and Reproductive Rights.
- Organise and lead learning events such as workshops, webinars, and knowledge-sharing sessions to disseminate lessons learned and best practices across FP2030 and its partners.
- Ensure that lessons learned, best practices, and research findings are systematically documented and disseminated through reports, policy briefs, publications, and presentations at relevant forums.
- Foster a culture of continuous learning within FP2030 by encouraging reflective practices, promoting the use of data for decision-making, and integrating learning into programme design and implementation.

Research and Evaluation

- Lead the design and execution of research studies, including formative, operational, and impact evaluations. Ensure that research is methodologically sound, ethically conducted, and aligned with FP2030's strategic priorities.
- Collaborate with research institutions, universities, and think tanks to co-design and implement research projects that contribute to the evidence base for family planning and reproductive health.
- Ensure all research activities adhere to ethical standards, including obtaining necessary institutional review board (IRB) approvals and ensuring informed consent processes are robust.
- Support the evaluation of the effectiveness of innovative approaches and interventions in family planning, identifying scalable solutions and documenting lessons learned.
- Support the dissemination and implementation of the High Impact Practices (HIPS) in the region by the Commitment Makers in the LAC region.

Capacity Building and Technical Support

- Develop and deliver capacity-building initiatives, including training, mentoring, and technical assistance, to strengthen the MELR capabilities of FP2030 staff and partner organisations.
- Provide ongoing technical support to programme teams and partners, helping them to design, implement, and improve MELR systems. This includes one-on-one coaching, development of training materials, and on-site support as needed.
- Work with local institutions to build their capacity in MELR, promoting sustainability and local ownership of MELR processes.

Reporting and Communication

- Prepare high-quality reports on MELR activities, including quarterly progress reports, annual impact assessments, and donor-specific reports. Ensure that reports are data-driven, clear, and actionable.
- Engage with key stakeholders, including donors, governments, and partner organisations, to communicate FP2030's progress and the impact of its programmes. Present MELR findings at international conferences and meetings.
- Establish feedback mechanisms to capture insights from beneficiaries, partners, and staff, ensuring that their voices inform MELR activities and programme adjustments.

External Relations and Communications:

- Contribute to high level engagement meetings by documenting progress and key challenges, and by drafting clear and concise executive summaries of countries achievements and challenges.
- In consultation with the Managing Director, manage regular meetings with key regional partners and participate in FP2030 external events, meetings and on task teams.
- In collaboration with the Managing Director, identify opportunities and events/conferences to highlight FP2030 and the accomplishments of the FP2030 movement, especially in the area of country achievements.
- In collaboration with the Communications team, identify and support development of communications opportunities and messaging that can be featured in regional communications as well as in global FP2030 communications such as the FP2030 newsletter, website/social media, and/or annual progress reports.
- Collaborate with relevant FP2030 staff to develop content for internal and external communications for LAC countries in the Hub and for the Hub overall.
- Contribute to the drafting of relevant regional inputs to meet reporting requirements for donors and to FP2030's fiduciary and Senior Leadership teams.
- Contribute to translation and localization of FP2030 products for LAC audiences including newsletters, briefs, webinars, announcements, and templates, collaborating with the Officer, Communications and the NAE Communications Team, making use of external translations support as appropriate.

Child Safeguarding

Children who come into contact with Save the Children as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of child abuse, sexual exploitation, injury and any other harm.

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

Skills & Experience:

Essential

- At least 8 years of professional experience in global health, family planning, reproductive health, international development, or a related field.
- Strong proficiency in both qualitative and quantitative research methods, with experience in statistical analysis, data visualisation, and interpretation.
- Prior experience working in one or more of the countries in the LAC region.
- Experience in working with multi-stakeholder partnerships including governments, donors, multi-lateral agencies, developing countries and civil society organizations.
- Excellent written and oral communication skills, with the ability to synthesize information and translate complex technical concepts into accessible language for diverse audiences.
- Proven ability to lead multi-disciplinary teams, manage complex projects, and work effectively in a multicultural environment.
- Exceptional interpersonal skills and cultural competencies.
- Strong attention to details.
- Excellent writing, editing, communications, and research capabilities, with advanced knowledge of and proficiency in the MS Office Suite (OneNote, Word, Excel, Outlook, PowerPoint) and Statistics software (R, Stata)
- Politically astute with a good understanding of the bigger picture; culturally sensitive and diplomatic.

Desirable

- Have scientific publications on fertility, family planning, and sexual and reproductive rights.

Education & Qualifications:

Essential

- Bachelor's degree in public health, public policy, international development, business administration, economics, or other directly related field. Doctoral Degree in Demography or Public Health is mandatory.
- Written and spoken fluency in English and Spanish required.

Desirable:

N/A

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.

<p>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.</p>	
<p>Safeguarding our Staff: The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy</p>	
<p>Health and Safety The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.</p>	
<p>JD written by: Maria Paula Martínez</p>	<p>Date: August 2024</p>
<p>JD agreed by:</p>	<p>Date: August 2024</p>