

TITLE: Monitoring, Evaluation, Accountability and Learning (MEAL) Specialist	
TEAM/PROGRAMME: Literate Village Project	LOCATION: Cairo, Egypt
GRADE: 2	CONTRACT LENGTH: FTA
<p>CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> 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.</p>	
<p>ROLE PURPOSE: The MEAL Specialist guides the overall M&E strategies in the “Literate Village” project and oversees the implementation of the entire planning, monitoring and evaluation activities across the project including the administration of surveys and assessments. The role includes providing technical inputs on Monitoring, Evaluation, Accountability and Learning activities and providing coaching and technical support to the project and partners MEAL staff. The MEAL Specialist ensures that performance monitoring, action research, and evaluations are consistent with the project results and values continuous learning and substantial commitment to quality across the project components. The role includes responsibility for contributing to SCI global reporting systems and ensuring compliance with USAID contractual obligations and Save the Children standards and requirements.</p>	
<p>SCOPE OF ROLE: Reports to: Literate Village Project Chief of Party – with a dotted reporting line to the Country Office MEAL Manager (or equivalent) Dotted Line Management: 2 MEAL staff based in Minya and Assuit</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>Monitoring, Accountability, Evaluation and Learning</p> <ul style="list-style-type: none"> • Lead the development and implementation of quality project monitoring and evaluation systems, plans, frameworks, methodologies, tools, analysis and ensuring gender and disability sensitive methodologies. • Work as a focal person for the Monitoring and Evaluation component, identify delivery issues of the component and ensure effective coordination of the component activities for quality and consistency. • Ensure the development of quality data systems, tools and processes to capture accurate, timely M&E project data meeting the needs of different partners and stakeholders. • Share information and provide feedback to the project management tracking the progress of the project, identifying potential bottlenecks, deviation from goals and providing recommendations, suggestions and corrective actions. • Oversee the Database Consultant on the upgrade of the M&E platform and the integration and use of tools in the electronic system. • Develop mechanisms for collecting and verifying the project data through flawless methodology and procedures ensuring integrity, reliability and rigorous verification process and data checks. • Lead and contribute to research and analysis to inform project planning and design; and to capture evidence of effectiveness using both qualitative and quantitative methods in close collaboration with SCUS Research Specialist. • Oversee and facilitate different research/study/assessment (baseline, mid-term evaluation, final evaluation, etc) with partners and stakeholders. • Manage the terms of the USAID contract, ensuring compliance with the donor contractual obligations, specifically the expected project results and targets, and ensures compliance with requirements. 	

- Ensure the project collected data meets the Data Quality Assessment (DQA) standards as per USAID regulations and requirements.
- Contribute and provide insights to proposals development and take the lead in developing the overall M&E strategy and methodologies section.
- Coordinate with the project Technical Advisors to develop quality benchmarks for Key activities and ensure implementation in full compliance with the set benchmarks.
- Provide inputs for annual work plan development and ensure timely implementation.
- Develop the quarterly and annual progress reports of the project as per the donor obligations in coordination with the technical team of the project.
- Design and lead the implementation of beneficiary and partner accountability and learning mechanisms for the project.

Networking and Technical Support

- Provide technical support to the project M&E staff, technical team, partners and other stakeholders regarding the project monitoring, evaluation, learning and accountability requirements, including data collection and reporting.
- Develop and strengthen relationships with USAID, partners, government authorities and other relevant stakeholders to advance MEAL priorities for the project, in consultation with the Chief of Party.
- Develop and maintain strong internal relationships with the technical teams and Finance and Support Services teams to advance collaboration, learning and MEAL priorities.
- Develop and maintain strong relationships and collaboration with SCUS Technical and Research Specialists within the frameworks and outlines of monitoring and evaluation.

Team Management and Reporting

- Support the recruitment of skilled MEAL staff for the Literate Village project.
- Provide effective technical support and coaching of the project MEAL staff using a supportive and collaborative approach on a consistent basis to qualify them to lead the MEAL component at the governorate level.
- Promote a culture of high performance and ensures continuous improvement and capacity building of the MEAL staff.

Internal Reporting

- Contribute to quarterly award review meetings, providing analysis and updates on project progress.
- Contribute to country program reporting to Save the Children International, including SCI Egypt's Country Annual Plan, Country Annual Report, Program KPIs reporting, reporting on beneficiary outreach, and other regular reporting as required.
- Compile and share information extracted from all available information management systems with the project management and other stakeholders as needed.
- Identify and formulate lessons learned from evaluations and studies to be integrated into broader knowledge management, planning and strategy.
- Support outreach and communications by providing summary data and interpretation for inclusion in publications and reports.

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.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Master's degree or equivalent experience in monitoring and evaluation, education, project design and management, social sciences, or a similar relevant field.
- Fluency in English and Arabic (spoken and written) is required.
- Minimum of 10 years of experience in designing M&E systems, research, accountability and/or learning; and report writing with extensive experience in USAID funded projects.
- Minimum of 5 years of experience in monitoring and evaluation of education sector with good understanding of educational research and literacy assessments.
- Wide experience in developing qualitative and quantitative tools for research, studies and assessment related to education.
- Demonstrated experience in monitoring results and indicators of education access and quality, learning outcomes, and community engagement.
- Experience with social research methodologies, designs and tools.
- Experience with qualitative and quantitative data analysis methods and tools, such as SPSS, QDA Miner, etc.
- Excellent analytical and creative abilities with strong results orientation.
- Deep understanding of USG indicators, for USAID funded projects.
- Ability to work independently, and within a team in a cross cultural setting, negotiate diplomatically, and function well under pressure to meet deadlines.
- Excellent communication and reporting skills.

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.	
Health and Safety The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.	
JD written by:	Date:
JD agreed by:	Date:
Updated By:	Date:
Evaluated:	Date: