

**SAVE THE CHILDREN INTERNATIONAL
ROLE PROFILE**

TITLE: Research and Learning Specialist	
TEAM/PROGRAMME: PQI	LOCATION: Cairo Country Office
GRADE: 3	CONTRACT LENGTH: One Year-National-fixed
<p>CHILD SAFEGUARDING:</p> <p>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:</p> <p>The Research Specialist will lead in designing, managing, analysing, and reporting project research and evaluations, as well as other relevant research and learning activities. At the project level and Country Office level, s/he will take a leading role to promote evidence-based decision making and learning to improve the interventions. At the organizational level, he/she will support the MEAL Manager to maximize existing/new fora at national and global levels to share and learn from program evidence, including project, thematic meetings, forums, etc.</p> <p>She/he will be responsible for the implementation and management of research/assessment/evaluations for the assigned projects. He/she will lead in the development of the Terms of References for external Researches, impact studies, baseline and evaluation studies and support in the development of the TOR for internal evaluations. S/he will follow up on the roll-out of SCI Evidence and Learning Agenda. She/he will train and supervise the data collectors, project officers and work in close collaboration with field based staff from partners and other relevant stakeholders to ensure quality assurance in data collection. The post holder will be responsible for analyzing the data collected and support in drafting the final report for internal studies/evaluations, as well, lead in the dissemination of these research findings, adapting the content to the different audiences (project staff, Government or SCI).</p> <p>S/he will help to build the capacity of project staff and partners in MEAL, database design, data collection, data entry and analysis, evidenced and learning. S/he will oversee MEAL reporting for the assigned projects, including M&E report against indicators, Baseline and Evaluation reports, and other lessons learned and best practices documents. S/he will collaborate with the MEAL Manager to ensure effective MEAL KPI compliances and reporting system, particularly ensuring the research pipeline and repository are up to date.</p> <p>The position requires a high level of professionalism, judgement and a capacity to collaborate with a wide range of stakeholder in a very sensitive context.</p> <p>In the event of a major humanitarian emergency, the post holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: MEAL Manager Staff reporting to this post: None</p>	
<p>KEY AREAS OF RESPONSIBILITY AND ACCOUNTABILITY:</p>	

SAVE THE CHILDREN INTERNATIONAL ROLE PROFILE

Key Area 1- Research, Evaluation, and Learning (60%):

- Engage stakeholders in the process of study design including the finalization of the study questions, and specific objectives, including literature review.
- Develop detail study plan/proposal/protocol using appropriate design, methods, sampling, and analytical techniques; and submit to the ethical review entity.
- Design, review, and format data collection tools, including translation in cooperation with the relevant technical advisors.
- Ensure all questions are clear and aligned with the learning agenda.
- Conduct data collection training to field researchers, and ensure that all field researchers completely understand the structure, content, and purpose of all the questions in data collection tools and related instruments.
- Conduct pilot testing of the data collection tools and sampling procedures, including debriefing sessions with field researchers after pretesting data collection tools in the field and making revisions as needed.
- Manage and carry out fieldwork for data collection based on sampling procedure (sample size, sample design, and sampling frame) developed.
- Design and implement processes to check and validate data collection tools and data.
- Conduct data statistical analysis including providing charts and diagrams (for internally performed studies/evaluations) using appropriate analysis techniques.
- Support in drafting reports for internally performed studies/evaluations.
- Carry out debriefing session with field researchers and team.
- Write Evidence to Action Brief.
- Oversee external evaluations/studies/assessment including writing the TOR, follow up with procurement committee and follow up with the external researchers to ensure that the design of the tools, implementation of data collection, data analysis and reporting are done according to the quality assurance standards and following SCI templates.
- Ensure a data protection plan is developed and followed both for internally and internally led studies/evaluations.

Key Area 2: Evidence Uptake and Learning

- Conduct debriefing sessions with project team and partners based on the research findings.
- Document and share research findings and key lessons learned from baseline, survey, assessment, research, and evaluation internally and externally in coordination with the Communications team.
- Lead project teams and partners to gather and document project lessons learned, best practices, and case studies for project improvement and advocacy purposes.
- Support the development and implementation of the CO Evidence and Learning Agenda.
- Encourage a culture of knowledge sharing, critical thinking and learning among project teams and implementing partners.

Key Area 3: Country office reporting:

- In close coordination with the MEAL Manager and MEAL staff in field offices; support the reporting of the Key Performance Indicators (KPIs), CSP Milestones reporting, Country Annual Report and the Total Reach
- Support in conducting Quality Benchmark field visits where needed and ensure proper documentation and follow up.

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values

SAVE THE CHILDREN INTERNATIONAL ROLE PROFILE

- 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

Education:

- Master's degree in education, social work, psychology, sociology, demography, operations research, statistics, econometrics, economy, development studies, or related field of social science, with solid skills in research and M&E.

EXPERIENCE AND SKILLS

- Minimum of 4 years of relevant working experience in monitoring and evaluation design and implementation in both humanitarian and development contexts.
- Minimum 2-4 years of experience in working with research studies, baselines, evaluations, assessments, etc.
- Comprehensive knowledge and skills in quantitative and qualitative research methodologies especially survey.
- Advanced knowledge and skills in statistical and econometric analysis for impact evaluation using statistical applications including SPSS, STATA, and/or relevant applications.
- Excellent statistical report writing skill in English and Arabic
- Abilities to communicate findings from advanced statistical/econometric analysis to general audiences.
- Good knowledge of and skills in M & E methods and practices.
- Knowledge to develop mobile data collection platforms.
- Knowledge of Microsoft Office, including MS Excel.
- Strong analysis skills.
- Excellent interpersonal and communication skills.
- High ability to function in a diverse and dynamic work environment.
- Strong facilitation and presentation skills will be considered a definite advantage.
- Ability to work with minimum supervision, and solve problems independently
- Excellent oral and communications skills both in English and Arabic.

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

**SAVE THE CHILDREN INTERNATIONAL
ROLE PROFILE**

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.	
JD written by: Dyson Likomwa, Senior MEAL Manager	Date: 4th June 2024
JD agreed by: Ingy Akoush, PDQA Director	Date: 4th June 2024
Updated By: Malak Badawy- MEAL Manager	Date: 7th November 2024
Evaluated:	Date:

Declaration

I, _____ certify that I have read and understood this job description and I pledge to respect it along with the SC's Code of Conduct, Child Protection Policy, the Staff Regulations and the terms and conditions of the contract I signed.