

Job Description: Monitoring Evaluation Accountability and Learning (MEAL) Officer	
TEAM/PROGRAM: Development Program; Strengthening National and Community Resilience to Disaster and Displacement Risks in the Republic of Fiji Project, specific to output 2.2 of the project design “Women in At-Risk Communities Have Increased Resilience Through Economic and Social Empowerment (Community Ownership of Evacuation Centers is Promoted)”	LOCATION: Central
BAND: 2	
<p>INTRODUCTION:</p> <p>Save the Children is the world’s largest independent child rights development organisation, making a difference to children’s lives in more than 100 countries. From emergency relief to long-term development, Save the Children secures a child’s right to development, survival, participation and protection.</p> <p>Save the Children was established in Fiji in 1972, with a core focus on promoting equity in education and advancing children’s rights in accordance with the United Nation’s Convention on the Rights of the Child. Currently Save the Children Fiji (SC Fiji) employs 34 staff across three offices in Suva, Lautoka and Labasa. SC Fiji thematic programs include Education, Health (WASH), Food Security and Livelihoods, Child Protection, Participation and Child Rights, Disaster Risk Reduction and Humanitarian Response.</p> <p>Funded by the Korea International Cooperation Agency (KOICA) and collaborating with key local and international partner organizations such as Fiji National Disaster Management Office (NDMO), the International Organization for Migration (IOM), Save the Children Korea (SCK), and Save the Children Fiji (SCF), the "Strengthening National and Community Resilience to Disaster and Displacement Risks in the Republic of Fiji Project", project aims to validate evacuation centre guidelines and retrofit or construct Evacuation Centers in strategic locations across Fiji.</p> <p>Save the Children Fiji’s (SCF) component of the project, <i>specific to output 2.2 of the project design “Women in At-Risk Communities Have Increased Resilience Through Economic and Social Empowerment (Community Ownership of Evacuation Centers is Promoted)”</i>, spanning 19 months (January 2024 to July 2025), concentrates on amplifying the resilience of women through economic and social empowerment. Acknowledging the pivotal role of women in at-risk communities, Save the Childrens component of the project underscores the critical need to empower women not just for the sake of gender equality but also for building community resilience and enhancing preparedness and post-disaster recovery efforts of at-risk communities, especially those communities residing near and who will be using the evacuation centres. SCF's comprehensive approach includes extensive training programs covering Child Protection, Gender-Based Violence prevention, Financial Literacy, Disaster Risk Resilience, Climate Smart Agriculture, and Entrepreneurial Training. The project's core objectives revolve around empowering communities, specifically women through economic and social means while fostering community ownership of evacuation centers.</p> <p>The recruitment process is geared towards individuals passionate about contributing to community resilience, disaster preparedness, and gender equality. Project members will play a pivotal role in implementing training programs, engaging with local government Ministries and communities, and ensuring the long-term sustainability of the project's outcomes. By empowering women and communities and promoting community ownership of evacuation centers, the project aims to enhance resilience, reduce vulnerabilities, and contribute to a sustainable and equitable future for the people of Fiji.</p> <p>Save the Children Fiji, in collaboration with local government Ministries and local communities and stakeholders, will spearhead this output of the project across at-risk communities in Fiji, with a focus on areas vulnerable to flooding and cyclones, as well as communities likely to be accommodated within evacuation centers during times of disasters. The project outcomes will contribute to SCF’s 2022 to 2024 strategic priorities name goals on Health, Protection and Safety Net and Resilience.</p> <p>The Project location will be in Fiji Islands, Northern and Western Division and the MEAL and Communications Officer, will be based in the SCF Suva Office and will involve occasional travel to Western and Northern offices to conduct project MEAL and Comms activities.</p>	

ROLE PURPOSE:

The MEAL Officer, reporting to the Program Manager, will be responsible for monitoring and strengthening the project's Monitoring, Evaluation, Accountability, and Learning (MEAL) framework. Additionally, you will lead on the project communication efforts to ensure effective dissemination of project outcomes and learning, including project visibility, advocacy and awareness.

This position seeks a candidate with a strong commitment to enhancing community resilience, disaster preparedness, and promoting gender equality. The MEAL Officer will assume a key role in facilitating the seamless and impactful execution of monitoring project initiatives as well as communication support. Responsibilities will span across Monitoring, Evaluation, Accountability, and Learning (MEAL) functions, as well as Communications duties, ensuring strict adherence to organizational policies, donor stipulations, and local regulations. The officer will play a crucial role in capturing and disseminating project impact through storytelling, photography, and videography, while also monitoring and evaluating the effectiveness of communication strategies.

This position will be stationed in SCF office in Suva, Fiji, with occasional travel to Western and Northern offices, particularly to carry out Project monitoring activities including project baseline, midterm monitoring and project end monitoring and also provide ongoing monitoring of project activities.

SCOPE OF ROLE:

Reports to: This position reports to the Program Manager requires a candidate with a strong background in MEAL, including ensuring adherence to organizational policies, donor requirements, and local regulations

Staff directly reporting to this post: N/A

KEY AREAS OF ACCOUNTABILITY	KEY PERFORMANCE INDICATORS
<p>I. Program Delivery, Management and Quality Assurance</p> <ul style="list-style-type: none"> Participating in reviewing and updating SC Fiji's Strategic Plan in accordance with the changing needs of children in Fiji, SCI's global child protection and participation objectives and work practices. <p>Communication and Collaboration:</p> <ul style="list-style-type: none"> Foster seamless communication and coordination within the project team to facilitate effective implementation. Act as a focal point for Communication -related matters. Establish and maintain effective communication with external stakeholders, vendors, and service providers to guarantee the timely and impactful delivery of project requirements and lead on project advocacy and awareness work. <p>Monitoring, Evaluation Accountability and Learning (MEAL):</p> <ul style="list-style-type: none"> Thoroughly document program learning, analyzing outcomes, and incorporating lessons learned into future Livelihood policy and planning. Disseminate MEAL findings and insights gained for improving of project delivery. Collaborate with project team members to develop workplans that prioritize MEAL activities and ensure their successful implementation. Provide MEAL support during project events, workshops, and meetings to ensure that monitoring, evaluation, accountability, and learning components are integrated into project activities. Contribute to the enhancement of internal controls and procedures, focusing on MEAL aspects to improve the overall efficiency of project delivery. Ensuring strong donor compliance, on MEAL framework procedures are understood and entrenched in all SC Fiji programs. 	<ul style="list-style-type: none"> Workplans developed in conjunction with the Project Manager and project team member; Quality and timely implementation of project task in accordance with the work plan lending the required support for Comms and MEAL. Partners identified and formal and long-term relationships established. Documentation of best practices both internal and externally on the <i>Strengthening National and Community Resilience to Disaster and Displacement Risks in the Republic of Fiji Project specific to output 2.2 of the project design "Women in At-Risk Communities Have Increased Resilience Through Economic and Social Empowerment (Community Ownership of Evacuation Centers is Promoted)"</i> interventions and process and progress. Demonstrate the quality and timely implementation of project tasks in alignment with the work plan, emphasizing MEAL aspects. Provide effective support for all MEAL activities, contributing to the overall success of the program. Establish and maintain formal, long-term relationships with partners, reflecting a robust network of support. Identify and resolve challenges in collaboration with the Project Manager and project team, promoting a proactive and solutions-oriented approach.

<ul style="list-style-type: none"> • In collaboration with the Project Manager, identification and support of SC Fiji partners, SC Korea, IOM and the Ministry of Agriculture, Ministry of Women Children and Social Protection, Ministry of iTaukei Affairs, National Disaster Management Fiji and Civil Society Organizations and community focal points to develop formal, long -term relationships. • Document programme learning, and incorporate analysis and lessons learned into future Livelihood policy and planning; • Undertake all other official duties as directed by the SC Fiji CEO contributing to the strategic development of the organization. 	<ul style="list-style-type: none"> • All project reporting obligations met in a timely manner, this includes quarterly project reports, developed for donors and the SCF Fiji Board through the Program Manager and SCF Chief Executive Officer (CEO)
<p>2. Program Development and Fundraising</p> <ul style="list-style-type: none"> • Plan and integrate evidence from Child-Centered Innovative Resilience Outreach project into concurrent programming and future planning and resilience building programmes for development and replication; • Incorporate analysis and lessons learned into new strategies, proposals and activities; • Identify suitable local partners for joint project implementation as appropriate.; • Ensure programming interventions are designed using rights-based principles, on an understanding of gender relations and that programmes seek to support the different needs and opportunities of women, men, boys and girls in Fiji; • In collaboration with Program Manager, build SC Fiji’s income through the development of appropriate proposals and bid documents. 	<ul style="list-style-type: none"> • Contribute to the development of project proposals, concept notes, MEAL log frames and budgets to strategically relevant donors throughout the year. • The DRR and Livelihood strategy in Fiji is technically strengthened incorporating best practice approaches • Project indicators are monitored, discussed and documented, with the Project Manager for timely submission for donor reporting as required • All MEAL and Comms activities are successfully conducted with all relevant parties in attendance and within designated timeframes • Duties are completed in accordance with SC Fiji policies and procedures and in a timely manner.
<p>3. Performance Management and Capacity Building</p> <ul style="list-style-type: none"> • Provide timely and regular information to the Project Team and data; raising any concerns or suggestions without delay. • Organise and contribute to training children, communities, local government authorities (LGAs), institutions and SC Fiji staff on a planned basis in conjunction with project team activities • Completion of e-learning courses and other relevant trainings as agreed • Report to the CEO, and/or Child Protection Focal Points, any violations of SC Fiji personnel policies and Code of Conduct. 	<ul style="list-style-type: none"> • Project team are aware on the status of project implementation at all times • Performance agreements, discussions and assessments conducted • E-learning and other courses are completed as planned • Policy violations are reported, documented and investigated in accordance with disciplinary procedures
<p>4. Networking, Presentation and Advocacy</p> <ul style="list-style-type: none"> • In collaboration with the Project Manager build and uphold strong relationships with relevant government bodies, donors (particularly KOICA, IOM, SC Korea, SCI members and any other key stakeholders relevant to the DRR, Livelihood and Environment sector, including Ministry of Women Children and Social Protection, Ministry of Agriculture and Ministry of i-Taukei Affairs and NDMO, Ministry of Local Government, other relevant government bodies and the communities (particularly CSOs and SC members and any other relevant key stakeholders) • Following the completion of project activities, work with the Project Manager to ensure accurate and timely project end MEAL reporting to the donor. 	<ul style="list-style-type: none"> • SC Fiji is consulted and invited by related agencies and processes on Child Protection • SC Fiji represented at all relevant committees and working groups • Good documentation of processes, trends and views from the field • Views of children and target communities are reflected in policies

<ul style="list-style-type: none"> • Represent SC Fiji Country Programme at all levels (excluding media) and advocate Save the Children’s position; to influence policy and practice of government, donors, I/NGOs, the UN and civil society in relation to child protection needs and issues; • Represent SC Fiji in inter-agency meetings; • Provide input to the Child Protection programme team in research and documentation efforts (evaluation design, documenting best practices, generating materials useful for representation, advocacy) • Consult and document views, quotes and concerns of children and communities to enable their voices to be heard in policy and decision making. 	
<p>5. Budget and Operational Management</p> <ul style="list-style-type: none"> • Implement activities within budget lines with relevant documentation in line with the policies and procedures of SC Fiji • Ensure compliance to financial requests and reporting as required by the board, SC members and donors including comparisons of budget vs actual expenditure, fixed asset registers etc. <p>Understand and follow organisational policies. This is inclusive of the Vehicle Use Policy, Per Diem Policy, Logistics Manual, Child Protection Policy, Financial Procedure Policy and Employee Terms and Conditions.</p>	<ul style="list-style-type: none"> • Travel plans, monthly reports, advance forms and acquittals submitted on time <p>SC Fiji organisational policies are adhered to.</p>

SCI VALUES & DEMONSTRATED BEHAVIOURS ~ Our Values in Practice

<p>Accountability:</p> <p>We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.</p>	<ul style="list-style-type: none"> • Is happy to take responsibility where the necessary skills exist or can be developed. • Is able to learn from mistakes and successes. • Enjoys the idea of a challenge and associated learning.
<p>Ambition:</p> <p>We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.</p>	<ul style="list-style-type: none"> • Is committed and actively seeks out development opportunities. • Is able to seek out assistance/resources where required. • Demonstrates personal drive and is able to set own goals and objectives.
<p>Collaboration:</p> <p>We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.</p>	<ul style="list-style-type: none"> • Works towards and achieves set goals and objectives. • Committed to quality & continuous improvement in work efforts and activities. • Is proactive and pursues relevant opportunities.
<p>Creativity:</p> <p>We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.</p>	<ul style="list-style-type: none"> • Can quickly find common ground and solve problems for the benefit of all. • Is fair and reasonable to others. • Can solve problems with peers with minimal disruption. • Is a team player, is cooperative and encourages collaboration. • Easily gains trust and support of peers.
<p>Integrity:</p> <p>We aspire to live the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children.</p>	<ul style="list-style-type: none"> • Embraces and supports Organisational change. • Acts as a change agent and encourages others to embrace change. • Presents relevant new ideas to peers and manager/supervisor. • Is seen as value-adding within the workplace.
<p>Integrity:</p> <p>We aspire to live the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children.</p>	<ul style="list-style-type: none"> • Acts with authenticity and is accountable for own words and actions. • Acts with honesty and transparency in all dealings and admits mistakes. • Ensures high levels of confidentiality relating to both data and verbal communication. • Behaviours is in accordance with SC Fiji policies and Code of Conduct. • Is aware of the impact of own behaviours on others and manages behaviours accordingly. • Can present the accurate truth in an appropriate and helpful manner.

- Doesn't misrepresent him/herself for personal gain.

QUALIFICATIONS AND EXPERIENCE

Essential:

Educational Background:

- A bachelor's degree in a relevant field such as Monitoring and Evaluation, International Development, Social Sciences, or a related discipline.

Experience:

- Candidates with MEAL background are strongly encouraged to apply for this position
- Proven experience in implementing and managing MEAL functions in development or humanitarian projects.
- Demonstrated experience in designing and executing communication strategies, preferably in the context of community resilience, disaster preparedness, or gender equality projects.
- Strong background in utilizing various communication channels, including digital platforms, for project promotion and awareness.

Commitment and Values:

- Strong commitment to enhancing community resilience, disaster preparedness, and promoting gender equality.
- Alignment with the values and mission of Save the Children Fiji.

Technical Skills:

- Proficiency in monitoring and evaluation methodologies, data collection, and analysis.
- Excellent communication skills, including writing, editing, and crafting engaging content for diverse audiences.
- Competency in using various digital communication tools and platforms.

Training and Capacity Building:

- Experience in providing training to enhance communication skills within project teams.
- Ability to foster a culture of transparent and impactful communication within the organization.

Location and Travel:

- Willingness to be stationed in SCF office in Suva, Fiji.
- Ability to travel occasionally to Western and Northern offices for monitoring activities, including baseline, midterm, and project end monitoring.
- Proficiency in English; knowledge of Fijian languages would be an advantage. Ability to work independently and collaboratively in a multicultural team, with experience in development-related work in Fiji and at least 2 years' experience working in an NGO or protection-related institution.
- Proven expertise in, and understanding of, the Convention of the Rights of the Child and other international human rights law instruments and standards
- An in-depth understanding of national and international legislation and development issues, especially with respect to child rights, protection and participation
- Strong interpersonal, oral and especially written communication skills, ability to influence and negotiate with a range of diverse stakeholders, and excellent presentation skills including strong public speaking skills and experience
- Ability to problem-solve, multi-task, determine priorities, take initiative, maintain high levels of self-motivation, work as part of a team and independently as and when required, and in multi-cultural settings
- Experience working, coordinating and collaborating with partners and key stakeholders including children, parents, community health workers, teachers, local and national authorities, I/NGOs CSOs, the UN and the corporate sector
- Commitment to and understanding of Save the Children's aims, values and principles including a sound understanding of, and experience in, the child rights-based and strength-based programming approach to development.
- Fluency in written and spoken English
- High levels of computer proficiency including MS Office suite packages and data analysis tools.

Desirable:

- Fluency in iTaukei and Hindi is an asset
- Ownership and accountability of one's work and high levels of confidentiality and integrity (relating to both data and verbal communication).
- A valid manual class 2 driver's license

Additional:

- Any offer of employment at SC Fiji will be subject to a satisfactory National Police Record Check
- Employees must sign onto SC Fiji's Child Protection Policy and Code of Conduct.
- Some out of hours work and periodic travel will be required in this position.

- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviors outlined above.
- The duration for this project is for one year only and possible extension depending on availability of funds.

Date of issue: 5th December, 2024

Signed: Shairana Ali - Chief Executive Officer