

**Job Description – Monitoring, Evaluation, Accountability & Learning (MEAL Officer) – Central Division**
**TEAM/PROGRAM: Development Program;  
Collective Action to End Violence Against Children Project – Child  
Protection**
**LOCATION: Suva**
**Grade: 2**
**INTRODUCTION:**

Save the Children (SC) is the world's largest independent child rights organisation, making a difference to children's lives in more than 120 countries. From emergency relief to long-term development, Save the Children promotes a child's right to development, survival, participation and protection.

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 20+ staff; with offices in Suva, Lautoka and Labasa. SC Fiji thematic programs include Education, Child Protection and Participation, Disaster Risk Reduction and Humanitarian Response.

**ROLE PURPOSE:**

The MEAL Officer (CAEVAC) is responsible for the monitoring and evaluation of the implementation of activities under the project *"Collective Action to End Violence Against Children"*; funded by New Zealand's Partnerships for International Development Fund. The MEAL Officer works closely with the Project team, key government stakeholders, selected Civil Society partners, children and communities to monitor/evaluate the project. The incumbent will be directly engaged in ensuring the implementation of the project encompasses and incorporates good governance principles. The MEAL Officer is expected to use SCI MEAL Tools and produce informative and impartial data and ensuring that and lessons learnt from target communities need to be continuously captured and fed into the project for improved and strengthened implementation. The role also includes consultations with the SCNZ implementing partners regarding the incorporation of technical SCI minimum standards into the project.

**SCOPE OF ROLE:**
**Reports to:** Project Coordinator

**Staff directly reporting to this post:** 0

**KEY AREAS OF ACCOUNTABILITY**
**Key performance indicators**
**1. Program Delivery, Management and Quality Assurance**

- Support the project with recommendations for improvement based on findings from monitoring and evaluation of activities
- Undertake data collection, monitoring and reporting through digitised and manual systems
- Implement and monitor the implementation of all the components of the project as per the project workplan
- Delivery of quality periodic field reports to the Project Manager
- Ensure programming interventions are implemented in cooperation with targeted communities, and include the participation of children in their design
- Undertake all other or additional official duties as directed by the Senior Management of SC Fiji or the prerogative of the CEO

- Monitoring and reporting completed as per MEAL plan
- Child-centered approaches embedded into MEAL activities
- Quality periodic reports developed and forwarded to the Project Manager
- Project interventions are implemented in accordance with the workplan and project plan
- Good governance principles and compliance enshrined in the project scopes and activities

<p><b>2. Program Development</b></p> <ul style="list-style-type: none"> <li>• Contribute to SC Fiji organization strategic planning processes</li> <li>• Provide regular updates on the implementation of activities for the CAEVAC project to the Project Manager</li> <li>• Document programme learning, and incorporate analysis and lessons learned into new strategies, proposals and activities</li> <li>• Ensure programming interventions are designed using rights-based principles and in accordance with the project plan</li> <li>• Plan and integrate evidence from CAEVAC project into future planning and resilience building programmes for development and replication</li> <li>• Supporting learning from relevant best practice internally and externally and assessing performance against agreed program objectives and indicators</li> </ul>	<ul style="list-style-type: none"> <li>• Regular implementation plans, reports and updates provided to the Project Manager</li> <li>• Periodic Lessons Learned Activities carried out to the Project Team</li> <li>• Best practices and lessons learnt regularly documented</li> </ul>
<p><b>3. Performance Management and Capacity Building</b></p> <ul style="list-style-type: none"> <li>• Provide timely and regular information to CAEVAC Project Team and data; raising any concerns or suggestions without delay</li> <li>• 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</li> <li>• Completion of e-learning courses and other relevant trainings as agreed</li> <li>• Report to the CEO, and/or Child Protection Focal Points, any violations of SC Fiji personnel policies and Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>• Project team are aware on the status of project implementation at all times</li> <li>• Performance agreements, discussions and assessments conducted</li> <li>• E-learning and other courses are completed as planned</li> <li>• Policy violations are reported, documented and investigated in accordance with disciplinary procedures</li> </ul>
<p><b>4. Networking, Presentation and Advocacy</b></p> <ul style="list-style-type: none"> <li>• Development of effective and sustainable relationships with relevant partners and stakeholders</li> <li>• 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</li> <li>• Represent SC Fiji in inter-agency meetings</li> <li>• Provide input to the Child Protection programme team in research and documentation efforts (evaluation design, documenting best practices, generating materials useful for representation, advocacy)</li> <li>• Consult and document views, quotes and concerns of children and communities to enable their voices to be heard in policy and decision making</li> </ul>	<ul style="list-style-type: none"> <li>• SC Fiji is consulted and invited by related agencies and processes on Child Protection</li> <li>• SC Fiji represented at all relevant committees and working groups</li> <li>• Good documentation of processes, trends and views from the field</li> <li>• Views of children and target communities are reflected in policies</li> </ul>

<p><b>5. Budget and Operational Management</b></p> <ul style="list-style-type: none"> <li>Implement activities within budget lines with relevant documentation in line with the policies and procedures of SC Fiji</li> <li>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.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Travel plans, monthly reports, advance forms and acquittals submitted on time</li> <li>SC Fiji organisational policies are adhered to</li> </ul>
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**SC VALUES & DEMONSTRATED BEHAVIOURS ~ Our Values in Practice**

<p><b>Accountability:</b> 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"> <li>Is happy to take responsibility where the necessary skills exist or can be developed.</li> <li>Is able to learn from mistakes and successes.</li> <li>Enjoys the idea of a challenge and associated learning.</li> <li>Is committed and actively seeks out development opportunities.</li> <li>Is able to seek out assistance/resources where required.</li> <li>Demonstrates personal drive and is able to set own goals and objectives.</li> </ul>
<p><b>Ambition:</b> 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"> <li>Works towards and achieves set goals &amp; objectives.</li> <li>Committed to quality &amp; continuous improvement in work efforts &amp; activities.</li> <li>Is proactive and pursues relevant opportunities.</li> </ul>
<p><b>Collaboration:</b> 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"> <li>Can quickly find common ground and solve problems for the benefit of all.</li> <li>Is fair and reasonable to others.</li> <li>Can solve problems with peers with minimal disruption.</li> <li>Is a team player, is cooperative and encourages collaboration.</li> <li>Easily gains trust and support of peers.</li> </ul>
<p><b>Creativity:</b> 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"> <li>Embraces and supports organisational change.</li> <li>Acts as a change agent and encourages others to embrace change.</li> <li>Presents relevant new ideas to peers and manager/supervisor.</li> <li>Is seen as value-adding within the workplace.</li> </ul>
<p><b>Integrity:</b> 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"> <li>Acts with authenticity and is accountable for own words &amp; actions.</li> <li>Acts with honesty and transparency in all dealings and admits mistakes.</li> <li>Ensures high levels of confidentiality relating to both data and verbal communication.</li> <li>Behaviour is in accordance with SC Fiji policies and Code of Conduct.</li> <li>Is aware of the impact of own behaviour on others and manages behaviour accordingly.</li> <li>Can present the accurate truth in an appropriate and helpful manner.</li> <li>Doesn't misrepresent him/herself for personal gain.</li> </ul>

**QUALIFICATIONS AND EXPERIENCE**

**Essential:**

- Bachelor degree in Social Science, Social Work, Social Policy, International Relations, Community Development or a Child Protection and Participation (CPP) related field, proven expertise in CRPP programming (ideally in child rights, child protection, child participation, child-friendly spaces, CSEC and Child Rights Situation Analysis) with substantial experience in protection development-related work in

Fiji and at least 3 years' experience working in an NGO or protection-related institution

- **Proven experience in monitoring & evaluation specifically in project management and lessons learnt**
- Solid understanding of the Convention of the Rights of the Child and other international human rights instruments
- Demonstrated understanding of project cycle management (PCM) principles and conducting assessments in high-risk communities
- Project management and strategic planning skills and a demonstrated ability in achieving agreed deliverables
- Budget development and financial monitoring skills and experience and knowledge of effective financial and budgetary controls
- An in-depth understanding of national and international development issues, especially with respect to child protection, child rights and child participation
- Demonstrated experience in working well in a team environment
- 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 SC Fiji'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

**Desirable:**

- Fluency in Fijian and Hindi 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 class 2 (manual) 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 Safeguarding Policy and Code of Conduct.
- Frequent 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 behaviours outlined above.

**Date of issue:** 5<sup>th</sup> December, 2024

**Signed:** Shairana Ali - Chief Executive Officer