



Save the Children
救 助 兒 童 會

ROLE SPECIFICATION

For the position of SENIOR MONITORING, EVALUATION, ACCOUNTABILITY &
LEARNING OFFICER

with Save the Children HONG KONG

June 2020

WHO WE ARE

Save the Children is the world's leading independent organization for children. We believe every child deserves a future. In Hong Kong and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We do whatever it takes for children, every day and in times of crisis, transforming their lives and the future we share.

Building on our 100 years' experience of bringing communities, civil society, governments, businesses and donors together, Save the Children ensures children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

Save the Children Hong Kong is part of the Save the Children global movement, which is made up of 30 member organisations, operating in around 120 countries.

Are you passionate about helping children in Hong Kong and around the world? Join us in inspiring breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives!

SENIOR MONITORING, EVALUATION, ACCOUNTABILITY & LEARNING OFFICER

ROLE PURPOSE:

To contribute to the advancement of MEAL (monitoring, evaluation, accountability, and learning) capacity in the organization, serving diverse teams with highly skilled research and MEAL products and services that capture the voice of children and support the advancement of the organization as a leader in children's issues and support services.

Reports to: Monitoring, Evaluation, Accountability, and Learning Manager

KEY AREAS OF ACCOUNTABILITY:

- i) Ensure Hong Kong programme in-house and partner project teams have the tools and support necessary to systematically monitor performance and learn from project experience so they can be continuously improved.**
 - Create, update, review MEAL and research tools where needed (e.g. Indicator Performance Tracking Tables, FGD Questionnaires, beneficiary satisfaction/feedback surveys, follow-up interviews) and any related tasks requested by the MEAL Manager and Advisor
 - Support the MEAL Manager and Advisor and Domestic Programme staff to facilitate partner organization capacity in project monitoring and evaluation
 - Measure and report on projects' progress against indicators on a scheduled basis in a standard format
 - As needed, conduct review of methods for measuring social impact and evaluate and propose adaptations of indicators and different qualitative and quantitative psycho-sociological and other measurement tools for implementation in project monitoring for project teams and partners
 - Write reports in collaboration with others, for different purposes related to programme evaluation and review as well as communication
 - Conduct regular monitoring visits to project activities, collect data, and report in a timely manner in a standardized format, and conduct debriefing sessions with relevant staff on recommendations and/or action plans
 - Support the MEAL Manager and Advisor and programme staff in facilitating and disseminating lessons learnt from project reviews and evaluations
 - Undertake or review data cleaning, analysis, and triangulation tasks where needed to ensure data quality
 - Support the MEAL Manager and Advisor, as well as the Partnership Manager to build partner and staff capacity through preparation and providing necessary trainings and mentoring
 - Support the MEAL Manager and Advisor in the roll-out, strengthening, and oversight of MEAL mechanisms as per SCI guidelines and commitments

- ii) Contribute to the continuous development of high quality leading-edge applied research on contemporary issues affecting children, giving a spotlight to children's voices and supporting Save the Children's thought leadership on solutions for children.**

- Oversee or lead on data gathering exercises (e.g. focus group discussions, Key Informant Interviews, surveys) in coordination with relevant staff
- Develop, collaborate on, and share ideas for research projects of a wide range of scales and scope that can serve different organizational objectives and needs
- Support the MEAL Manager and Advisor on planning and completing project evaluations, baselines and endline studies, assessments using different research methods and evaluation approaches that effectively engage project staff in the process
- Conduct desk research and provide summaries and analysis according to a given objective
- Facilitate logistical and contracting procedures related to MEAL and research activities and partnerships
- Produce for yourself and for other team members, summaries and presentations of research and evaluations to share at internal meetings and for conferences and external audiences as needed
- Contribute to research dissemination and dissemination planning, making sure that research uptake and audience reach is effective by coordinating with internal and external contacts and producing research by-products such as briefing papers, web micro-sites, social media content, and press-releases
- Take a lead role in visual design of reports, presentations and data infographics to ensure impactful communication of research findings

iii) Advance innovation at Save the Children through both: the development of new methods and initiatives for child participation in project monitoring and research; as well as, learning and using new technology and software tools to advance the value and expediency of research and project monitoring.

- In collaboration with other teams, and with children, develop evaluation and research initiatives and project monitoring methods that advance children's participation in the planning and learning processes of our work
- Create opportunities for children's views, opinions and stories to be brought into focus, and to larger audiences through both small and large research projects and do so in collaboration with other teams and with partner organizations
- Learn and develop expertise in research software tools, such as those used for survey deployment, data visualization, and qualitative data analysis to advance research quality and support project staff and partners with training in these tools or providing a service to those project teams with these tools

BEHAVIOURS (our 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 others to do the same.
- Widely shares their personal vision for Save the Children, engages and motivates others.
- Future orientated, thinks strategically.

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

QUALIFICATIONS

- At least 3 years of overall working experience
- A recognized Master degree in any relevant field of Social Sciences and Humanities

SKILLS AND EXPERIENCE

- Experience in applied research or project monitoring using research methods, especially involving children
- Experience with both qualitative and quantitative research tools and techniques
- Experience in writing and publishing research reports for different audiences
- Excellent English and Cantonese written and verbal communication skills
- Good knowledge of computer software, especially tools such as Excel and survey building platforms
- Ability to work with limited supervision and but to specific expectations on tasks
- Working knowledge of data presentation/visualisation techniques and/or software
- Good knowledge of sampling methodologies and statistical analysis

COMPETENCY FRAMEWORK

Leading:

- Leading and inspiring others
- Delivering results
- Developing self and others

Thinking:

- Problem solving and decision making
- Innovating and Adapting
- Applying technical and professional expertise

Engaging:

- Working effectively with others
- Communicating with impact
- Networking

Technical:

- Works collaboratively to design adaptive, user-focused MEAL systems to inform programme decision-making and strategy
- Identifies and uses appropriate design and data collection methodologies
- Ensures relevant and ethical design, delivery and analysis of qualitative and quantitative evaluation and research projects and activities

Don't miss the opportunity to have career success and fulfilment while you deliver change for children to attain the right to survival, protection, development and participation.

We need to keep children safe so our selection process, which includes background checks, reflects our commitment to the protection of children from abuse. Candidates at the final stage of recruitment process may be requested to undergo Sexual Conviction Record Check by the Hong Kong Police. If you refuse to undergo the check, we have the right not to consider your application.

Interested parties please send full resume, including your current & expect salary and date of availability to hkcareers@savethechildren.org.

Personal data collected will be used for recruitment purpose only.