Job Description

Job Title: Monitoring, Evaluation & Learning (MEAL) Global Coordinator (full-time)
Location: Bangladesh
Reports to: Director of Programmes and Bangladesh Country Representative
Line management responsibility: 3 dotted line report

Overview
Over 300,000 children develop cancer each year. Most of these children live in lower- and middle-income countries (LMICs) countries. In the developed world, medical advances in the last fifty years mean that 80% of children with cancer will now survive; in LMICs, the picture is very different and survival rates are as low as 10%. Thousands of children are dying each year or suffering unnecessarily when they could be treated or cured. Often the treatment they need is relatively simple and inexpensive and has been known to doctors in these countries for decades. We are working hard to give these children the treatment and care they need which will give them the chance of a future.

We are a young, ambitious and innovative charity working to redress the global inequality in the provision of cancer treatment for children in low- and middle-income countries. We currently support 9 programmes in Africa, Asia and Latin America. Our aim is to increase the number of children that are diagnosed with cancer and their survival and quality of life. We do this by promoting twinning partnerships between hospitals in LMICs and those in the Higher Income Countries (HICs), funding awareness raising programmes and providing psychosocial support to families, we give more children a faster route to better treatment.

The MEAL Coordinator role is crucial to the success and development of the charity. You'll be responsible to support the programme department ensure effective, efficient and accountable programming through the implementation of quality programme design, monitoring, evaluation and learning practice. The role includes developing new, harmonised MEAL policy, processes and systems for the organisation.

World Child Cancer believes in close integration of MEAL within the programme department, so the ability to work collaboratively with Programme Managers to build well-integrated systems into programmes is essential.

We are also looking for a candidate that has demonstrable experience of working in different countries and contexts and has the experience to be able to work effectively with colleagues remotely. Crucially, the successful candidate will be highly proactive in identifying improvements in the way WCC manages MEAL and, with input from the Director of Programmes, will be able to strategies, plan and implement organisation-wide changes in practice.

Key Relationships
- Director of Programmes
- Director of Finance
- Programme Managers
- Psychosocial Support Advisor
- MEAL Officers
- Country Programme Coordinators
## Key Responsibility

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<thead>
<tr>
<th>Key Responsibility</th>
<th>Reporting To / Working With</th>
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<tr>
<td><strong>Main</strong></td>
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<tr>
<td>Proactively lead continued development of organisational policy, processes, and tools for MEAL, in line with sector best practice. Advice the organisation on the resourcing requirements to support these MEAL systems.</td>
<td>Director of Programmes Director of Finance</td>
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<td>Where feasible and efficient, establish standardised programme design materials (e.g., generic logframes, theories of change)</td>
<td>Director of Programmes</td>
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<td><strong>Monitoring &amp; Evaluation</strong></td>
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<td>Act as technical MEAL referent for Programme Managers (PMs), particularly during conception and design of new programmes, in order to support establishment of required M&amp;E systems for each country/programme.</td>
<td>Director of Programmes Programmes Managers</td>
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<td>Additionally, act as technical referent for MEAL Officers in country programmes to provide spot-support when requested.</td>
<td>MEAL Officers</td>
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<td>Maintain organisational database (monitoring framework) and ensure suitable verification measures are applied to validate data and identify potential limitations.</td>
<td>Programmes Managers</td>
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<td><strong>Learning</strong></td>
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<td>Support culture of (evidence-based) learning, utilising both quant and qual data to improve understanding of impact and quality of programmes.</td>
<td>Director of Programmes Programmes Managers</td>
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<td>Initiate internal learning events (or similar) to share success, best practice or lessons learnt.</td>
<td>Director of Programmes All staff</td>
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<td>Prepare bi-annual MEAL updates to share with the Communications and Fundraising Teams, as well as the Board.</td>
<td>SMT + the Board Comms &amp; Fundraising</td>
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<td>Identify opportunities to share organisation learning in external fora and deliver presentations, or support PMs to prepare for presentations.</td>
<td>Director of Programmes Programmes Managers</td>
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## Person Specification

**Essential criteria**

- 7+ years international development experience preferably in the field of global health
- 5+ years’ experience in MEAL coordination for large, complex programmes.
- Expert practitioner in industry standard quantitative and qualitative MEAL methodologies.
- Highly proficient in Microsoft Office, and use of electronic data collection programmes (e.g., Google Forms, Kobo collect)
- Proven experience in building relationships with a wide range of stakeholders, from different countries and contexts, including working in remote support of colleagues.
- Demonstratable experience in leading organisational-wide change initiatives.
- Ability to communicate effectively, fluent in English (written and verbal)

**Desirable criteria**
- Track record of financial management skills, including budget management and planning
- Knowledge of a second language (preferably French)
- Experience living and working in a variety of countries
- Experience managing statutory grants

**Personal Skills and attributes**
- Excellent organisational skills
- Strong team player
- Desire to own and manage responsibility for achieving organisational goals

**Alignment with charity core values:**
- Act to enable change
- Act with integrity
- Act in collaboration
- Act with kindness

**How to Apply**

To apply for this position, please provide your CV and a supporting statement (maximum 2 pages) that addresses the “essential” criteria in the Person Specification.

Applications should be emailed to: [Jobs@worldchildcancer.org](mailto:Jobs@worldchildcancer.org) with “MEAL Coordinator (Global)” in the subject line. The successful appointment is subject to a satisfactory criminal records disclosure and written references.

**Application Deadline**: 7th October, 2022