

### Job Profile

<b>Job Title:</b>	Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator
<b>Location:</b>	London or Cardiff
<b>Reports to:</b>	Global Impact Manager
<b>Grade:</b>	Grade 3 (£36-£40k)
<b>Budget Responsibility:</b>	TBC
<b>Line management responsibility:</b>	None
<b>Child Safeguarding Level:</b>	Level 1

## ABOUT US

### Overview

We are [Elrha](#). A global charity that finds solutions to complex humanitarian problems through research and innovation. We are an established actor in the humanitarian community, working in partnership with humanitarian organisations, researchers, innovators, and the private sector to tackle some of the most difficult challenges facing people all over the world.

We equip humanitarian responders with knowledge of what works, so that people affected by crises get the right help when they need it most. We have supported more than 200 world-class research studies and innovation projects, championing new ideas and different approaches to evidence what works in humanitarian response.

### Our Programmes

Elrha has two successful humanitarian programmes; [Research for Health in Humanitarian Crises](#) (R2HC) and the [Humanitarian Innovation Fund](#) (HIF).

#### R2HC:

The R2HC programme aims to improve health outcomes for people affected by humanitarian crises by strengthening the evidence base for public health interventions.

This globally recognised research programme focuses on maximising the potential for public health research to bring about positive change in humanitarian response and helps inform decision making in humanitarian response.

Since it was established in 2013, it has funded more than 50 research studies across a range of public health fields, bringing together researchers and humanitarian practitioners to undertake vital research.

### **The HIF:**

The HIF programme improves outcomes for people affected by humanitarian crises by identifying, nurturing and sharing more effective, innovative and scalable solutions.

The HIF is a globally recognised programme leading on the development and testing of innovation in the humanitarian system. Established in 2011, it was the first of its kind: an independent, grant-making programme open to the entire humanitarian community. It now leads the way in funding, supporting, and managing innovation at every stage of the process.

The HIF's portfolio of funded projects has informed a more detailed understanding of what successful innovation looks like, and what it can achieve for the humanitarian community. This work is leading the global conversation on innovation in humanitarian response.

## OPERATIONAL CONTEXT

Elrha is a charity and wholly owned subsidiary of Save the Children. It is accountable to its Board of Trustees and is able to benefit from core services provided by Save the Children UK.

## JOB PURPOSE

The MEAL Coordinator will be responsible for supporting the delivery of Elrha MEAL processes and resultant MEAL outputs under the supervision of the Global Impact Manager. The post will enable the adoption and use of consistent, coherent and practical MEAL tools and approaches by Elrha staff.

## KEY ACCOUNTABILITIES

### PROVIDE MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING SUPPORT TO ELRHA STAFF

- Coordinate the implementation, management and monitoring of an Elrha-wide MEAL framework under the supervision of the Global Impact Manager.
- Ensure coherence across MEAL approaches and processes in the programme teams and Elrha wide.
- Distil, analyse and prepare data that is derived from the MEAL framework to support programmatic and strategic learning processes.
- Contribute MEAL learning and insights to Elrha's organisational learning agenda, including 'Elrha Learns' and learning from external initiatives and actors.
- Provide input into Elrha programme strategies and proposals to build robust and innovative MEAL content which are budgeted appropriately.
- Support the review of monitoring and evaluation plans within grantee proposals
- Support the research, development and implementation of MEAL tools.
- Provide MEAL support to staff as requested
- Support the development of basic MEAL capacity building across Elrha, including induction and orientation of incoming staff.
- Help programme staff to appropriately support grantees on their MEAL plans where strategic and/ or necessary. This may involve overseas travel.
- Represent Elrha at external events where appropriate.

## COMMUNICATIONS

- Work with Elrha's Communications team to ensure stories of Elrha's impact leads our communication

## GENERAL

- A commitment to Elrha's vision, mission, principles and approach.
- To perform such other tasks and responsibilities as may be required from time to time in order to ensure the smooth running of Elrha.

## WORKING CONTACTS

### Internal:

- Elrha staff team.

### External:

- Quality and Accountability networks, Elrha sub-grantees, Funding Committees and Technical Working Groups, donors and partners, and humanitarian organisations.

## PERSON SPECIFICATION

### ESSENTIAL

#### *Qualifications and experience:*

- Minimum 3 years experience of supporting/delivering an organisation and/or programme-wide results/MEAL framework in a humanitarian context/organisation.
- Understanding of current MEAL trends and tools, especially in humanitarian or development organisations.
- Masters degree (or higher) in relevant discipline.

#### *Skills and abilities:*

- Proven ability to draw learning effectively and efficiently from large bodies of qualitative and quantitative data and to feed this into effective programming.
- Proven capacity building and support skills and ability to clearly and effectively engage team members in an organisation-wide approach to MEAL.
- Strong analytical skills and familiarity with both Microsoft Excel, relevant statistical packages and qualitative data analysis.
- Excellent written and oral communication skills, able to communicate complex MEAL concepts in plain language with a wide range of professionals from different organisations and backgrounds.
- Strong inter-personal and influencing skills.

#### *Knowledge and understanding:*

- Understanding of the humanitarian context and its current challenges/issues within which Elrha works and of MEAL trends and tools/developments.
- Understanding of Research and Innovation methodologies and approaches, particularly in relation to uptake, impact and scale

*Other:*

- Established professional MEAL networks.
- Willingness to travel.

**DESIRABLE:**

- Experience of research and innovation approaches.
- Specific familiarity with humanitarian innovation management practice and/or public health issues in the humanitarian space.

**Child Protection level 1**

*We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of vetting checks including a criminal records disclosure.*