



Functional Title	:	Monitoring, Evaluation & Learning Officer
Responsibility Level/Grade	:	Officer / Grade E
Department/Project/PN	:	Adolescent Girls Program
Incumbent's Name	:	Vacant
Supervisor/Principal Evaluator	:	Knowledge Management (KM) & M&E Specialist
Co-Evaluator	:	Team Leader – Adolescent Girls Program

JOB SUMMARY

Monitoring, Evaluation and Learning Officer ensures successful implementation of projects under LEAD program with specific focus on Adolescent empowerment component. CARE Nepal LEAD program envisions ensuring change in lives of marginalized and vulnerable women and girls to achieve the following goals and outcomes:

- *1.2 million marginalised women and adolescent girls are empowered to exercise their rights and identity*
- *Women and adolescent girls have increased leadership and decision making power*
- *Women and adolescent girls have increased economic empowerment*
- *Adolescent girls are empowered to be leaders, to make choices and fulfil their potential*

The LEAD program outcomes will contribute to the overall CARE Nepal Theory of Change, which has identified the pathways of change through the below mentioned 3 Domains of change:

- Women and Adolescent Girls are able to exercise their citizen power (as full rights holders) and effectively engage with accountable and gender responsive institutions (at all levels)
- Nepalese society in all its forms (cultural, political, religious, social, economic), values and upholds the rights of women and girls; and assures their access to quality services
- Marginalized women and adolescent girls have the knowledge, skill, agency, power and resources to claim their rights. ,

Under the direct supervision and guidance of KM Specialist, the MEL Officer will support in building partner capacities in MEL processes, data recording and reporting, and utilization of findings to inform program strategy direction and advocacy efforts. S/he will lead the project team in developing and implementing a comprehensive MEL plan with a focus on regular and ongoing documentation, reflection, and learning. S/he will also be responsible for developing knowledge products based on learning from implementation and disseminating the achievements and learning at various forums, and maintaining relationships with the district government officers and other stake holders.

Key responsibilities include strengthening the ability of partners to identify their own information needs, be able to effectively collect, analyze, reflect on, and utilize such information to assess progress towards strategic objectives, to inform direction and focus of strategies and activities, and to inform advocacy. The role will support partners in documenting, reflecting on, and utilizing learning on processes and outcomes through a systematic and ongoing process. The MEL officer will together with KM&M&E Specialist be jointly responsible for liaising with the MEL working group for the PCTFI funded projects. The MEL officer will work closely with MEL staffs under LEAD as well as other programs as required.

The employee shall fully comply with safety and security procedure of CARE and should be accountable for it.



Major Responsibilities and Tasks:

R1. Partner Capacity Building

- Support partners to prepare Annual Implementation Plan (AIP), and Annual Operating Plan (AOP) of the project that is clearly linked to the project's theory of change and aligned with LEAD program and CARE Nepal's Theory of Change
- Develop MEL plan for the projects under LEAD funded by PCTFI and focusing on education in alignment with LEAD DMEL framework and MEL plan. Monitor and document the implementation of these AIP and AOP through implementation of MEL plan at partners level
- Develop MEL plan for the projects under LEAD funded by Kendeda and focusing on adolescent girl's empowerment in alignment with LEAD DMEL framework and MEL plan. Monitor and document the implementation of these AIP and AOP through implementation of MEL plan at partners level
- Support partners in setting up their own monitoring systems in line with their own strategic plans and the overall LEAD program and project monitoring and evaluation framework
- Strengthen partners' MEL capacity in line with tailor made capacity building plans
- Support/guide partners in collecting, analyzing, reflecting on, and utilizing information in line with the developed MEL plan
- Coordinate the change assessment work of CARE and partners in line with the LEAD and project MEL framework.
- Support the organization of periodic review and reflection workshops and learning events to review program outcomes and strategies.
- Ensure that monitoring is learning oriented so that information is continuously gathered, systematically documented, and used by the partners, project staff and end-beneficiaries and target groups themselves
- Ensure that monitoring uses participatory methods and is empowering for the end-beneficiaries
- Ensure that information is systematically and regularly gathered in order to be able to track trends and developments and use it as a basis for discussion and learning

R2. Development and implementation of MEL Plan

- Develop an MEL plan for the Tipping Point project in line with the CARE Nepal DMEL framework and specifically LEAD framework.
- Coordinate regularly with CARE Nepal MEL unit / CARE USA to ensure smooth functioning of Hausala MIS system
- Support the organization to conduct periodic review and reflection workshops and learning events to review LEAD thematic program outcomes and strategies with special focus on tipping point project.
- Ensure that monitoring is learning oriented so that information is continuously gathered, systematically documented, and used by the partners, project staff and end-beneficiaries and target groups themselves
- Ensure that monitoring uses participatory methods and is empowering for the end-beneficiaries
- Ensure that information is systematically and regularly gathered in order to be able to track trends and developments and use it as a basis for discussion and learning
- Ensure regular update of data and information in CARE Nepal MIS and Hausala MIS.
- In collaboration with the KM& M&E Specialist / CARE Nepal MEL team design and implement research and qualitative studies as required for projects under LEAD theme especially education and adolescent girls empowerment related projects.



- Conduct regular verification and data quality assurance of information collected by projects

R3. Contribution to advocacy and communication/dissemination

- Analyze data /information collected from the field to inform/identify advocacy initiatives and provide evidence for advocacy for LEAD program
- Provide regular analytical updates to communications for wider dissemination on learning and achievements PCTFI funded projects and education and adolescent girls empowerment related projects.
- Provide support to consolidate data of LEAD program, analyze data and generate evidence to demonstrate achievement and share learning for LEAD program and to provide evidence to support LEAD program's advocacy priorities.

Key Indicators

- MEL plans are in place and is aligned with the CARE Nepal DMEL framework , specially LEAD component
- Partner MEL plans are being followed and information/data is being generated, analyzed, reflected on, and utilized in a timely manner
- Partner's capacity in monitoring, documentation, reflection, and utilization has increased as per set benchmarks
- Information and learning is generated and used strategically and in a timely manner to inform advocacy campaigns at the local and national levels
- Monitoring is coordinated and project level outcome information is generated, analyzed, reflected on, utilized and shared in a timely manner
- Learning is used to improve project strategies and approaches through a systematic and ongoing process
- Participatory methods are being applied in partner monitoring and evaluation
- Development of knowledge products on intervention based on learning generated from PCTFI funded project implementation and evaluation.

R4. Upholding CARE's Core values and ensuring its principles

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity and equality in programming and behaviors
- Comply and exercise organizational values and culture
- Help to promote rights and good governance
- Responsible for gender responsive behavior in all actions and decisions

Spending authority: NA

Working conditions:

Based in Butwal with frequent field visits

Accountability: Ensure that the organizational information when disseminated should be correct and permitted message in line to CARE principles and core values.

Qualification and Experience:

Bachelor's degree in relevant subject from a recognized university with at least 3 years' experience in tracking change, M&E and documenting learning, capacity building and/or program analysis.



Skills and knowledge

- Strong knowledge and experience in quantitative and qualitative monitoring, evaluation and learning techniques.
- Knowledge and experience in tracking implementation of community and household level strategies, and changes and outcomes at multiple levels, using diverse approaches to documentation and data collection.
- Strong conceptual thinking and analytical skills.
- Good facilitation skills
- Good English and Nepali writing, documentation and dissemination skills.
- Basic verbal communication (comprehension/ability to speak) in Awadhi language would be an advantage
- Strong ability to work in a team and coordinate tasks and responsibilities.
- Good interpersonal and communication skills.
- Have proven working experience in capacity building in the development field and particularly in change and outcome analysis
- Knowledge of human rights principles and frameworks
- Good knowledge of civil society mobilization and dynamics.
- Documentation and report writing skills (good English writing skills)

Required Competencies:

- Ability to communicate ideas and information effectively to ensure the message are understood and have the desirable impact
- Ability to work with others and be patient while coaching others
- Adaptability to different situations and field contexts
- Ability to simplify and break down complex systems into clear components
- Strong analytical skills and ability to identify gaps and connections in monitoring
- Think creatively to encourage learning and demonstrate an adaptive style in sharing ideas and learning with others.
- Demonstrate ability to identify key learning points from experience and interaction with others
- Ability to engage confidently and accurately in English

Approved by: _____

Date: _____

Agreed by: _____

Date: _____