



Functional Title	:	M&E and Knowledge Management Specialist
Responsibility Level/Grade	:	Specialist / F
Department/Project/PN	:	SUSTAIN / Samarthya
Incumbent's Name	:	
Line Manager	:	Program Coordinator - SUSTAIN
Co Evaluator	:	Knowledge Management and M&E Manager

JOB SUMMARY

CARE Nepal SUSTAIN program envisions ensuring change in the lives of PVSE women and adolescent girls to achieve the tangible outcomes in the areas of Just natural resources, women economic empowerment, resilience building through climate change adaptation and disaster risk reduction, diversified and nutritious food. There are various initiatives supporting to achieve the goal of this program. The Monitoring & Evaluation and Knowledge Management Specialist will be responsible for the overall monitoring, evaluation and learning of the SUSTAIN program contributing at thematic program level especially focused on Samarthya and through other projects under the Sustain theme. The position is based in Kathmandu with frequent field visits. The Monitoring & Evaluation and Knowledge Management Specialist will be reporting to the SUSTAIN Coordinator and maintains close collaboration with strategic partners, government agencies and other stakeholders at different levels under this theme.

The incumbent will be responsible for providing leadership, advice and guidance to project/program's staff and partners on monitoring, evaluation, outcome mapping and impact assessment of CARE interventions. A core function of this role is to build capacity of staff and partner in these areas and ensure effective monitoring, evaluation and learning from programs with a focus on outcomes and impacts and quality and innovation. The role will support partners in documenting evidence of program impact through regular and systematic outcome assessment. The incumbent leads the team in compiling information, writing periodic narrative reports and consolidating program report. S/he will take lead in strengthening knowledge management system through communicating and sharing evidence about the programmatic learning, impacts and outcomes to enhance the quality of work.

S/he will have the overall responsibility for providing strategic support, guidance and capacity building in monitoring, evaluation and knowledge management of partners and program. S/he will ensure that learning is used to improve program strategies, plans and approaches. S/he is also responsible for planning and managing the program/project's evaluations and studies (incl. baseline survey, midterm evaluation, end line survey and final evaluation) in coordination with the SUSTAIN Coordinator.

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

KEY ROLES AND RESPONSIBILITIES

R1. Planning and Capacity Building on Monitoring and Evaluation for SUSTAIN program

- Support CARE Nepal MEL and KM team to design, plan , monitor and evaluate SUSTAIN program in line with CARE's DMEL framework.



- Lead the design and implementation of the program MEL framework and information system to track delivery against targets, outcomes and impacts of various projects under SUSTAIN program
- Build capacity of MEL staffs in CARE and in partners' office on data collection, compilation and analysis in line with DMEL framework and project MEL frameworks.
- Support partners and program team on planning their monitoring and evaluation system and to prepare monitoring and evaluation plans in line with their strategic plans and as outlined in annual work-plan.
- Oversee the monitoring, evaluation and learning (MEL) activity planning and delivery. Ensure that planned project activities are documented in, and guided by, appropriate planning and monitoring tools such as log-frames, results chains, outcome mapping etc.
- Support program team to assess/plan M&E related training needs of project and partners staff and coordinate/provide training.
- Utilize monitoring and periodic data for tracking project performance, decision making and to improve project plans & strategies.
- Ensure the quality and accuracy of data collected and compiled.
- Ensure the data collection and analysis process meets the standard of program quality and donor requirements.
- 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.

Build capacity of CARE and partner staffs on analysis of quantitative and qualitative data.

Key Indicators

- Monitoring & Evaluation Framework is in place.
- Monitoring strategy and plans are developed which are being followed and information/data is being generated and analyzed in a timely manner.
- Partner's capacity in monitoring, evaluation and documentation has been increased as per set benchmarks.
- Monitoring is coordinated and project level outcome information is generated, analyzed and shared to relevant staffs.
- Learning is used to improve project plans, strategies and approaches to ensure program quality.
- Participatory methods are being applied in partner monitoring work.

R2. Planning & Designing of MEL tools (Outcome Mapping approach - Change Analysis, Tracking Behavior Change & Outcomes and Result based approach)

- Lead the design and implementation of Outcome Mapping and Result based System for projects under SUSTAIN program
- Support MEL team to implement outcome mapping approach to wider CARE programs as per need.



- Provide technical support and facilitation on Outcome Mapping and result based Approach to partners and other initiatives of CARE as per need.
- Coordinate the outcome mapping/change assessment work of projects and partners in line with the project framework under SUSTAIN program.
- Adapting OM journals incorporating the projects key result areas from the Logical Framework Analysis (LFA) ensuring effective quantitative and qualitative M & E system
- Document changes on behaviors of different boundary partners in close coordination with partners and follow-up the action points identified by the partners through outcome journals
- Analyze outcome mapping data, compile it and produce a report
- In coordination with the KM and M&E Manager, generate knowledge to apply and establish outcome mapping system in CARE Nepal for SUSTAIN program.
- Analyze qualitative and quantitative data on a quarterly basis to show evidence of results/outcome and impacts for different projects under sustain program.
- Consolidate and analyze data of different projects contributing to SUSTAIN program to generate evidence of change that contribute to SUSTAIN program's goals and objectives.

Key indicators

- A monitoring and planning system based on Outcome mapping and result based approach has been institutionalized by all projects and partners
- Outcome Mapping Framework merged with Logical Framework Analysis (LFA) with effective quantitative and qualitative M & E system
- Documentation of behavior change of boundary partners
- Effective implementation of follow-up action points as outlined in outcome journal and adaptation of strategy/interventions based on recommendation from monitoring/evaluation reports.
- Synthesizing monitoring information and visualizing trends for SUSTAIN program.
- Outcome mapping results linked to the larger impact growth strategy in Nepal and regional forums

R3. Develop, implement and maintain effective Knowledge Management practices

- Provide technical support to partners and projects in documenting successful case studies, most significant change stories, learning and key project/programs approaches
- In consultation with the CARE Nepal's M&E and Knowledge Management and Advocacy and Communication team; participate in relevant cross-learning working groups and promote a culture of learning among staffs under SUSTAIN Programme, including Hariyo Ban and Sabal staff.
- Contribute to develop standard processes to capture, package, synthesize and share key knowledge products in collaboration with SUSTAIN Coordinator, Knowledge Management Team and Advocacy and Communication Team,
- Work with the Advocacy and Communications team to develop and disseminate knowledge products at different levels (e.g. publications)



- Identify the best practices and evidence of impact generation; and ensure consistent application of these in the project through, capacity-building of partners and regular field monitoring
- Provide technical support to program staff in developing evidence packages as per program's advocacy priorities
- Engage in knowledge production i.e availability of products in a form of concrete policy briefs, guidelines, process products of overall Sustain program, along with the provision of support to partners.

Key Indicator:

- Technical capacity in the area of for knowledge management, learning, monitoring and evaluation is enhanced
- Key knowledge products is developed, produced and disseminated
- Learning documents and evidence packages of program's advocacy is developed prioritizing cross learning of projects

R4. Program Review/Monitor, Evaluation and Reporting

- Ensure timely and quality report against DMEL framework and CARE's institutional reporting requirements by providing technical guidance and oversight to all projects/initiatives under SUSTAIN.
- Take lead role in organizing Review and Reflection Workshops in periodic basis at project and program level to critically review program outcomes, deliverable approaches and strategies in consultation with program teams and partners.
- Coordinate in planning and managing the project's evaluations and studies (incl. baseline survey, midterm evaluation, end line survey and final evaluation) in coordination with M& E and Knowledge Management Team and SUSTAIN Coordinator
- Develop Terms of Reference (TOR) for assessments (Baselines, Midterm Review, End Line Surveys and other thematic studies).
- Develop appropriate formats for monitoring and reporting and oversee the management of data.
- Support partners to prepare Result oriented reporting and accordingly collate and compile the report as per donor and organizational requirements.
- Support the partners to conduct periodic review and reflection workshops and learning events
- Support partners and projects to develop and use learning plans, monitoring processes and evaluations analyzing the contribution in achieving outcomes at the project and program level
- Lead the team in writing periodic/narrative reports and consolidating program reports as per the need of the program
- Provide support to PDMEEL team to analyze outcomes and impact for organizational/institutional reporting requirements for SUSTAIN program.

Key indicators

- Effective planning and management of project's evaluations and studies (incl. baseline survey, midterm evaluation, end line survey and final evaluation)



- Successful conduction of Review and Reflection Meeting both at project and program level ensuring a critical reflection of deliverable approach and processes.
- Ensure that monitoring is learning oriented so that information is continuously gathered and used by the partners, project and impact groups
- Result Based Reporting is regularly practiced enhancing quality reporting for donor and CARE's institutional reporting requirement.

R5. Upholding CARE's Core values and ensuring its principles

- Comply with and exercise organizational values and culture
- Help to promote rights and good governance
- Responsible for gender responsive behavior in all actions and decisions

AUTHORITY

Spending: None

WORKING ARRANGEMENTS

The position will be based in Kathmandu with 40% field visits.

SUPERVISION

Technical reporting of the M&E staff under other Sustain initiatives (Hariyo Ban, Sabal etc)

Required qualifications and experience

Master's degree in relevant subject from a recognized university with at least three years' experience in monitoring, evaluation, development studies, natural resource, agriculture and other related subjects. Good knowledge of human rights based approaches and human rights principles in monitoring is desirable.

Knowledge Skill and Expertise

- Strong knowledge and experience in quantitative and qualitative monitoring, evaluation and learning techniques.
- Have strong knowledge and proven working experience on Outcome Mapping Tools/Approaches.
- Have proven working experience in capacity building in the development field and particularly in change and outcome analysis.
- Strong knowledge and experience in monitoring, evaluation and learning techniques.
- Knowledge and experience in tracking changes and outcomes at multiple levels.
- Sound knowledge of, and experience in using, different research, monitoring and evaluation practices and techniques to assess project and program impact.
- Knowledge of human rights principles and frameworks.
- Familiar with the issues of Agriculture, Land Rights, Food Rights, Climate Change Adaptation and Natural Resources.
- Good knowledge of civil society mobilization and dynamics.



- Strong conceptual thinking and analytical skills.
- Good facilitation skills.
- Documentation and report writing skills (good English and Nepali writing skills)
- Familiarity of applying digital tools/equipments for M&E and knowledge management.

Required Competencies:

- Strong analytical skills and ability to identify gaps and connections in information.
- Ability to simplify and break down complex systems into clear components.
- Think creatively to encourage learning and demonstrate an adaptive style in sharing ideas and learning with others.
- Ability to work with others and be patient while coaching others.
- Adaptability to different situations and field contexts.
- Demonstrate ability to encourage group learning.
- Ability to engage confidently and accurately in English.

Approved by: _____

Date: _____

Agreed by: _____

Date: _____