



Functional Title:	Coordinator – DMEL & KM
Responsibility level/Grade:	Coordinator (7)
Department/Project:	Central Office
Work Station:	Kathmandu
Incumbent's Name:	VACANT
Line Manager:	DCD – Program Quality

JOB SUMMARY

The Coordinator – DMEL (Design, Monitoring, Evaluation, and Learning) & KM (Knowledge Management) will lead CARE Nepal's Design, Monitoring, Evaluation, Learning and Knowledge Management function to enhance programme learning, quality and its effectiveness. S/he will be responsible for providing leadership, capacity building, systems strengthening, and guidance to programme staff to support quality MEL/KM processes, and leading initiatives to capture results, build evidence of impacts, and encourage institutional learning across programmes. S/he will lead overall management of systems, processes and practices across CARE Nepal programs to promote evidence based program design, adaptive learning, outcome focus, reflective practice and genuine accountability to impact populations, donors and key stakeholders. S/he will manage CARE Nepal contributions to global MEL processes including PIRS and other MEL/KM initiatives. S/he will work closely with CARE Nepal Resource Mobilisation team, Program Resources & Approaches team, Communications and Outreach Team, and other programme management teams to disseminate organizational learning and scale up/replicate good practices. S/he will participate in Senior Leadership Team. S/he will be responsible for effective management and capacity building of DMEL & KM team. S/he is required to transfer MEL knowledge and skill to all the units concerned including our external implementing partners to ensure consistency of the DMEL/KM throughout the organisation and its partners.

The employee shall fully comply with CARE policies and procedures and should be accountable for it.

RESPONSIBILITIES AND TASKS:

R1. Develop, implement and maintain effective knowledge management systems, processes and practices

- Develop and implement systems for detecting, communicating and sharing evidences and knowledge about the impacts and outcomes of CARE Nepal's programmes and facilitate in nurturing a cross learning culture with likeminded external organisations and networks.
- Promote Knowledge generating and sharing practice by developing learning platforms and systems which support the generation and dissemination of knowledge, strengthening CARE Nepal's programme expertise, new roles and knowledge as a resource hub.
- Provide support to establish learning priorities and agendas, and nurture 'communities of practices' that facilitate CARE Nepal in harnessing its 'niche' approaches/strategies within CARE and externally.
- Strategically engage with CARE's global internal knowledge management communities of practice and with external knowledge management communities of practice, networks and platforms (e.g. AIN working group) and identify opportunities for showcasing CARE's knowledge management products.



- Establish and maintain standard operating procedures and mechanisms for identifying best practice and evidence of impacts; and ensure consistent application of these through, for example, induction of new staff members, capacity-building of partners, developing system and process, support culture of learning across the organisation and also at partners' level and regular contribution to innovation and impact at scales effort.
- Develop, implement and regularly revise annual KM plan outlining priorities in line with key program milestones, and coordinate the development of content and materials ((blogs, website posts, documents)) for sharing programme learning, assessments, evaluations in coordination with Communication and Outreach team.

R2. Strengthen monitoring and evaluation system

- Lead the development, implementation and maintenance of quality project/programme MEL system, frameworks, methodologies, tools, analysis and reporting in line with donor requirements and CARE Nepal and global priorities.
- Ensure integration of CARE's common indicators (key change areas) into key MEL outputs, including M&E plans, baseline studies and evaluations.
- Engage with Resource mobilisation team to contribute to program design and proposal development with development of quality results frameworks, and MEL indicators that align with CARE's global MEL frameworks. Provide guidance for integrating MEL costs into proposals.
- Ensure robust and practical MEL system in place to contribute and sharpen our learning, design, and knowledge generation process and for monitoring organizational performance against program strategies and business plans.
- Coordinate management and reporting of data about programmes (their progress and impacts) for sharing with internal and external stakeholders (e.g. CARE USA and Government of Nepal respectively). This also includes coordination with the concerned programme teams and their implementing partners to conduct preliminary round of data analysis and management.
- Provide leadership, guidance and technical support to staff, interns and trainees working in the areas of knowledge management, learning, monitoring and evaluation.
- Assist staff in developing tools for data collection, processing and analysis in line with donor and CARE's requirements, and support CARE to assess progress towards organizational objectives with organizational monitoring process in place.
- Oversee annual reporting in line with CARE International and CARE USA requirements.

R3. Ensure systematic documentation and dissemination of evaluation results at program and organizational level including robust analysis of impact indicators

- Ensure quality evaluation studies, including drafting consultant ToRs where necessary, provide technical support in programme level baselines, mid-term reviews and end-line evaluations (including procurement and managing external contractors when necessary), and provide supervision to consultants and research partners.
- Contribute to evaluation and research designs including applied research and contributions to program and organizational impact frameworks and theories of change. Contribute to design of advocacy evaluation frameworks and measurement of scaling initiatives



- Support evaluation and evaluation design program with innovation and scaling approaches including cost benefit analysis of different models.

R4. Project and partner staff capacity building on M&E

- Develop and manage MEL capacity strengthening program for the DMEL & KM team, program staffs and partners; and provide coaching and training on selected topics.
- Ensure gender sensitive, inclusive and participatory processes across MEL components
- Support project and programme teams to assess/plan M&E and data management related processes, address training needs of project partners staff, and prepare progress reports in line with MEL process and systems.

R5. Communication and Collaboration with internal and external networks to advance organizational priorities.

- In coordination with the Communication and Outreach Manager and other CARE staff participate in internal networks to advance CARE Nepal MEL/KM and research agendas, building relationships with qualified external consultants, universities, and research organizations to advance CARE priorities.
- Participate in relevant cross-learning working groups and theme teams at CARE and outside of CARE.
- Collaborate and coordinate with CARE USA to ensure organisational DMEL and KM system is well understood and reported, and take part in related community of practice.
- Undertake research including literature reviews as needed in support of knowledge products and if needed coordinate with possible research actors/organisations to strengthen CARE's collaborative relation with them contributing to organisational objectives.

R6 Human Resource Management

- Supervise and Identify development needs of direct reports and arrange appropriate strategies and actions for capacitating their skills and knowledge in consultation with Supervisor.
- Ensure that all administrative functions (timesheets, staff performance review) is conducted in timely manner.
- Ensure performance management (APAA) of direct reports; and facilitate their capacity development through training needs assessment, coaching mentoring, and other relevant activities.
- Develop and practice learning and appreciative culture in the team.
- Support and actively participate in Country office and program level initiatives for team performance.

R7. Upholding CARE's Core values and ensuring its principles

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objectives, gender equity, equality & social inclusion 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

AUTHORITY:

Spending Authority: As per ASF

Supervision: Direct supervision of Knowledge Management Specialist, Monitoring and Learning Specialist and Sr. Research and Evaluation Specialist.

WORKING CONDITIONS:

Kathmandu based with up to 40% (must) field travel

PERSON SPECIFICATION REQUIREMENTS:

Qualification:

- Master’s Degree in relevant field such as knowledge management, research, social science and analysis, or equivalent; ideally with a strong focus on social research and learning.

Experience:

- At least 8 years relevant experience in MEAL management role in international development programming context with demonstrated experience in both quantitative and qualitative methods.

Skills and knowledge:

- Excellent verbal and written language skills in English required; Nepali language desirable
- Excellent interpersonal, communication, training and facilitation skills
- Excellent experience in designing and establishing/strengthening systems for knowledge and data management
- Very strong conceptual thinking and analytical skills
- Demonstrated people management and supervisions skills including coaching capacity development
- Strong knowledge of, and experience in using, different qualitative and quantitative research, monitoring and evaluation tools, practices and techniques to assess project and programme impact and generate knowledge management and learning
- Demonstrated capacity in strengthening gender and inclusion across MEL processes and systems
- Computer skills, including knowledge of relevant software e.g. Microsoft office 365 applications including SharePoint; (SPSS or related data analysis software would be an advantage);
- Experience working on MEL processes on one or more of CARE’s thematic areas (Humanitarian response; Food and Nutrition Security; Sexual Reproductive Health Rights; Women’s Economic Empowerment; Life Free from Violence)

Competencies:

- Organizational skills for Information gathering and processing– Able to locate and collect data from a variety of sources and analyse and able to synthesize complex information in concise reports for program design, program quality and learning.
- Analytical thinking – Able to integrate information from diverse sources, often involving large amounts of data; this includes synthesizing information and summarizing it into key points for use by others



- Creativity and innovation – Able to think creatively to encourage learning and demonstrate an adaptive style in sharing ideas and learning with others and adapt learning and processes from other geographies for use in CARE Nepal programming Leading others to achieve results- – Able to assume a leadership role in managing others to achieve excellent results and to ensure quality deliverables and DMEL products.
- Team work – Able to work effectively with other people within a work group and across units and line management boundaries.
- Developing others – Able to foster the development of others by providing a supportive learning environment, and provide coaching and mentoring as needed.
- Influencing – Able to generate commitment and build consensus among others and gain their support
- Communicating and sharing ideas and information - Able to present information and express opinions confidently to internal and external audiences
- Writing – Able to communicate ideas and information in writing to ensure that information and messages are understood and have the desired impact
- Initiative – Deals with situations and issues proactively and persistently
- Embracing and Valuing Diversity – Able to contribute effectively to a culture that positively values the diversity of people, values and ideas within CARE Nepal
- Innovation – Demonstrates openness to new ideas, seeks out new opportunities
- Interpersonal sensitivity and communication – Able to communicate with sensitivity and foster communication, actively listening to others which is must in this role

Incumbent's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____