Functional Title	**: Data, Learning and Knowledge Management Officer**
Department/Project/PN	**: The Mother & Child Wellbeing Partnership Program**
Work Station	**: Birendranagar Surkhet**
Incumbent's Name	**: Vacant**
Supervisor/Principal Evaluator	**: MEAL Manager**

BACKGROUND

CARE Nepal is a not-for profit organization that works across the spectrum of humanitarian action and long-term development programs to address gender-based violence, women and girls' leadership and voice, inclusive governance, sexual & reproductive health, livelihoods, food and nutrition security, disaster risk reduction, and climate change. It draws on its global experience to address the underlying causes of poverty and social injustice, with a distinct focus on the most marginalized and vulnerable women and adolescent girls. It works in partnerships with state agencies, donors, NGOs, civil society organizations, research institutes, private sectors, and also closely collaborates with community members. It currently has presence in all seven provinces of Nepal.

The Mother and Child Wellbeing Partnership Program (MCWPP) in Nepal will be implemented in Sudurpaschim, Karnali, Lumbini, and Madhesh Provinces, targeting six districts with high rates of poverty, poor health and nutrition outcomes, and high rates of food and nutrition insecurity. The MCWPP aims to improve the wellbeing of children and their mothers in targeted districts of Nepal. Activities aim to strengthen the health system; improve care and feeding practices; increase household food security; promote food safety and hygiene; and promote women's empowerment and leadership.

JOB SUMMARY

CARE Nepal is seeking to recruit the position of Data, Learning and Knowledge Management Officer for the MCWPP, stationed at Birendranagar, Surkhet, The Incumbent will support MEAL Manager to develop and implement MEL plan for the project and support to oversee field level MEL activities. The Incumbent will work closely with the implementing partners at the field level to implement routine data collection, its continuous analysis, dissemination of the findings and development of knowledge products based on the learning and best practices. Reporting to the MEAL Manager, the incumbent will provide key support for operationalization of project's M&E system and ensure high quality data are captured throughout the life cycle of the project. The incumbent will help to improve the capacity of relevant partner staff and support the program team in monitoring activities and in making evidence-based adjustments to the project.

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

Job Responsibilities

Routine Monitoring and Data Management

- Work with MEAL Manager and Program team to ensure the collection of relevant and appropriate data needed for an effective MEAL system which will be utilized in monitoring strengths, weaknesses and gaps in existing projects/ programs and services and for reporting on donor commitments.
- Conduct data collection with relevant program staff and partner's staff by sharing forms or templates with partners, data collection and data saving.
- Ensure proper implementation of information management system (DMEL information system) to routinely capture data including timeliness and completeness of data entry.
- Train or providing routine support/coaching to partner and field level staff on use of database and routine monitoring including maintenance of quality of data.
- Undertake data verifications and cleaning by working together with partner staff, field staff, and program team who are engaged in data collection.
- Analyze data and support to produce high-quality routine/periodic reports that highlight key findings, trends, and recommendations for program improvement and adaptive management.
- Conduct field monitoring visits to program areas for data validation, to capture learning from program implementation and to support field staff in proper implementation of recording and reporting of data. Prepare post visit brief reports with major findings and share with relevant program focal person and line Manager.
- Support MEAL Manager to prepare periodic donor reports by ensuring that database is up to date with programmatic routine data and by preparing relevant analysis of data as per need of the donor.

Learning and Knowledge Management

- Ensure collaboration and coordination in learning and knowledge management with CARE Nepal's KML Specialist and MEAL Manager to drive the learning agenda of the project.
- Identify, collect, and document case study, lessons learned, and best practices on a routine basis through field visits, data analysis, and continued coordination and communication with program and field staff.
- Prepare knowledge products based on the documentation of case studies/best practices and disseminate it with program staff (CARE's and partners') and other relevant stakeholders (such as government officials, CSOs)
- Support MEAL Manager and Program staff to conduct periodic review meetings and learning events with relevant stakeholders including government, implementing partners.
- Develop knowledge products based on results from evaluations and internal assessments undertaken by MEAL team.
- Provide support in monitoring and learning visits conducted by teams and staff from CARE, consortium partners, government, and other relevant stakeholders as per plan.
- Promote the culture of learning and knowledge sharing within the project and across teams.

Capacity Building

- Provide routine support and build capacity of partners' staff including field staff on use of DMEAL information system and on project's M&E tools and processes.

- Support to build capacity of data collection team on understanding data quality, reporting requirements and responsible data management aspects.

Cross-cutting

- Maintain field level networks and coordination with partners, relevant government bodies/officials to promote MEAL practices including participation and contribution in provincial/local level review meetings, workshops as required.
- Ensure gender sensitive and inclusive data collection processes are in place.
- Support program team and MEAL Manager to drive CARE's PQ standards and its related processes to maintain high quality of program implementation.
- Adherence to CARE's Code of Conduct including compliance with PHSEA, and safety and security guidelines.
- As requested, and required by the line manager, engage in relevant tasks and responsibilities accordingly.

Upholding CARE's Core values and ensuring its principles.

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity, diversity and 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.
- Demonstrate positive behaviors following CARE code of conduct and uphold implementation of CARE Safeguarding policy at all levels.
- Conduct awareness raising on CARE Safeguarding policy, feedback and accountability channels and code of conduct.

Preferred Qualifications and Experience:

- Bachelor's degree in development studies, social sciences, public health, or any other relevant discipline.
- Minimum of Three years' demonstrated experience in data and knowledge management including monitoring and evaluation of health system, nutrition and/or agriculture projects, preferably with INGOs, donor agencies or international organizations.
- Knowledge on and demonstrated experience in qualitative and quantitative methods of data collection including development of tools for capturing routine data and project knowledge and learnings.
- Demonstrated experience of working in remote areas of Nepal working with local CSOs, government and community level stakeholders.
- Knowledge of using statistical software (Stata, SPSS) or MS Excel to undertake data analysis and visualize results.
- Experience of writing reports, case stories/best practices based on data collection, field visits and data analysis.
- Knowledge and use of Mobile data collection and visualization tools especially ODK, Kobo, and Power Bi is required.

- Effective coordination and communication skills and its dissemination of results to Excellent analysis and writing analytical quality report skills are crucial.
- Effective verbal and written communication, organizational, and coordination skills within the team and with external stakeholders (partners, government officials)
- A full commitment to CARE core values and humanitarian mandate.

Approved by: _____   Date: _____

Agreed by   : _____   Date: _____