Functional Title	: **Province M&E and MIS Specialist**
Responsibility	: **Specialist**
Department/Project/PN	: **USAID ARH Project**
Work station	: **Project Province Office Surkhet**
Incumbent's Name	: **TBD**
Supervisor/Principal Evaluator	: **MEL Manager**
Co Evaluator	: **Province Coordinator**

JOB SUMMARY

The M&E and MIS Specialist is primarily responsible for managing routine data collection work, feeding data into the MEL MIS platform, Integrated Health Management Information System (IHMIS), quality control of the data, and driving utilization of data for ARH project at the province. The Incumbent will support the consortium team to ensure data quality, validate data, analyze, translate and visualize findings in a timely manner, and produce periodic reports for use by the consortium teams for reporting purposes during regular reflection meetings. The Incumbent will closely work with the MEL Manager and Research and Knowledge Management Manager to ensure the quality of data, capture results, build evidence of project success, and encourage adaptive learning across project consortium partners. The Incumbent will ensure that all data collected, compiled, analyzed are accurate, appropriate, complete, consistent, and timely. The Incumbent will also feed in ARH project contributions to CARE Nepal and global MEL processes including PIRS and other MEL/KM initiatives. The employee shall fully comply with CARE policies and procedures and should be accountable for it.

USAID Adolescent Reproductive Health (ARH), is an adolescent co-led initiative to empower girls and boys, 10-19 years and including the most marginalized, to attain their adolescent reproductive health (ARH) rights. The goal of the program is to support adolescents to reach their full potential by; ensuring they receive correct and appropriate reproductive health (RH) information and guidance to decision-making skills, creating an environment conductive to making healthy reproductive health decisions and facilitating translation of these decisions into healthy behaviors.

KEY RESPONSIBILITIES AND TASKS:

R1 Ensure Systematic Collection of the Project Data

- Ensure the regular data flow into the MEL MIS database/system as per the data flow/collection protocol in MEL plan.
- Determine the kind of data to be collected and mobilize LNGOs and consortium team to collect project data efficiently and effectively as per the MEL plan.
- Develop data collection methods that are individually relevant to strategic intervention, flagship effort and project result framework jointly with MEL Manager.
- Provide technical backstopping support to the LNGOs and consortium partners to perform data collection independently and effectively into the MEL MIS system.
- Work closely with the Provincial Health Directorate office to assess the capacity of data management and MIS of government and support them to organize the capacity building training /events.

- Work as focal point of the province team to ensure the USAID family planning compliance in all interventions.

R2. Ensure the Quality of the Reported Data
- Ensure quality of data reported in MEL MIS system
- Travel frequently in the project areas to verify all data and information from sources; conducting Data Quality Assessment (DQA) to ensure that reported data is valid, is accurate, and consistent before its use.
- Ensure gender-sensitive, inclusive and participatory processes across the data cycle
- Ensure all projects and programs comply with the CARE USA responsible data management guideline, data sharing, and storing considering the sensitivity and privacy of data.

R3. Data Analysis and Reporting
- Collect, analyze and interpret data and communicate findings to ARH project team members and related stakeholders for evidence-based planning at province and municipality level.
- Generate the project periodic progress report based on the MEL plan, Activity Tracking Tools, and Indicator Tracking Tools jointly with Province coordinator.
- Support MEL Manager in developing periodic progress reports providing the necessary data and pieces of evidence.
- Sharing monthly dashboard information to LNGOs and consortium team and engaging in reflection platforms and such forum.
- Prepare progress brief and presentations of findings based on the data and develop periodic updat reports upon request.
- Present concepts and ideas based on the available data that help the Research and KM Manager to design action research, and document the innovation model and positive change from the project intervention.
- Support the MEL Manager and Research and KM Manager for the documentation and assist in analyzing information from the MEL tools and MEL MIS platform.
- Take lead to report the IR1, IR2 & IR3 relevant periodic ARH project data to the Integrated Health Management Information System.

R4. Monitoring, Periodic Assessment and Learnings
- Take lead to manage field level work to conduct baseline, annual outcome survey, final evaluation and end-line survey as per the project requirement.
- Assist to conduct various surveys and research activities of the project and communicate the finding of the study's with relevant government agencies.
- Take lead to organize periodic review and reflections meeting at province and district level based on the MIS data set, project participant feedback survey for regular reflection and adaptive learning process.
- Visit project sites to ensure that the project activities are being conducted according to the detailed implementation plan.
- Take the lead in collecting routine monitoring data of Participant Registration and Routine Activity, Training Monitoring, Health Facility-Level Routine Monitoring Data, and leverage in Nepal's health systems and local government.

- Take the lead in collecting Routine Youth Co-Lled Social Accountability Process-Generated Data through Community scorecard processes at each targeted health facility to monitor progress on indicators prioritized by adolescents.
- Take the lead in conducting Semi-annual interviews using a vignette tool with select groups of the same sentinel respondents to track their social norms and outcome changes over time.
- Take lead in managing Annual outcome Surveys with adolescents, community members, and health workers, using a mix of household-based and digital techniques
- Organize joint monitoring visits (Government and project) at project sites to ensure that process is followed accordingly and quality of work is maintained.
- Work closely with federal, province and local authorities and provide technical inputs in data management and reporting system.
- Province supportive supervision and monitoring to district based M&E and Documentation officer to produce quality data, analysis and visualization.
- Assist the Province Coordinator in integrating with CARE's other relevant projects and build synergistic effects with other province and district-based agencies

R5. Human Resource Management
- Not Applicable

R6   Upholding CARE's Core values and ensuring its principles

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, 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
- 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.

AUTHORITY:

Spending Authority: Not Applicable

Supervision: Not Applicable

Working conditions:

- Based in Province Office Surkhet with an estimated 60% travel to project implementing district

PERSON SPECIFICATION REQUIREMENTS:

Qualifications:
Master's Degree in a relevant field such as public health, knowledge management, demography, development studies, research, social science and analysis, or equivalent; ideally with a strong focus on health research and learning.

Experience:
At least 5 years of relevant experience in MEL database management role in international development programming context with demonstrated experience in both quantitative and qualitative data.

Skills and Knowledge:
- Experience in the implementation of project database, MIS tools, data collection methods, processes and ability to organize large amounts of qualitative and quantitative data
- Good training and facilitation skills, and proven experience in capacity building in development field
- Solid experience in data analysis and preparing periodic progress reports in USAID template
- Knowledge of remote data collection tools and approaches (DHIS2, Kobo Toolbox, ODK, google form, Microsoft form)
- Strong command of MS Excel; Knowledge and experience of using statistical tools/software packages (STATA, SPSS, R, etc will be an advantage.
- Excellent interpersonal, time management and organizational skills with a proven ability to deal with multiple tasks; establish priorities and meet deadlines.
- Fluency in Nepali and English language in both written and verbal communication.

Competencies:
- Planning and organizing – Able to define work goals and objectives; develop and execute work plans; and contribute to the achievement of work group objectives
- Team work – Able to work effectively with a team
- Developing others – Able to foster the development of others by providing a supportive learning environment
- 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
- Influencing – Able to generate commitment and build consensus among others and gain their support
- Innovation – Demonstrates openness to new ideas, seeks out new opportunities
- Interpersonal sensitivity – Able to communicate with sensitivity and foster communication, actively listening to others

Approved by: _____   Date: _____

Agreed by: _____   Date: _____