



Functional Title:	Monitoring, Evaluation, Learning, and Knowledge Management Officer (MEL & KM Officer)
Department/Project/PN:	Women Economic Empowerment Program and Climate Justice
Workstation:	Lahan, Siraha
Incumbent's Name:	TBD
Supervisor/Principal Evaluator:	MEAL Manager

BACKGROUND

CARE Nepal is a non-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 closely collaborates with community members. It currently has presence in all seven provinces of Nepal.

Women Economic Empowerment and Climate Justice' (WEE & CJ) program are guided by overarching goal of the program strategy. Outcomes and interventions areas designed to address the need and priorities of our impact populations. WEE and CJ focus on changes we want to bring in the livelihoods and lives of impact population, primarily focusing on women and girls' improved access to dignified economic opportunities including sustainable and equitable Natural Resource (NR) systems, improved access to nutritious food through sustainable agricultural production and resilience to climate change and environmental impacts. Thus, it envisions to enhance women and girls' economic opportunities, improve food and nutrition security and built resilience to climate change.

JOB SUMMARY

CARE Nepal is seeking to recruit the position of Monitoring, Evaluation, Learning and Knowledge Management Officer for WEECJ program, stationed at Lahan, Siraha. 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 through CARE Nepal Information Management System, 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.



RESPONSIBILITIES AND TASKS

Routine Monitoring, Data Management, and Analysis

- Work with MEAL team 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.
- Adoption of CARE Nepal Information Management System (CNIMS) for project with technical backstopping support to the implementing Partner.
- Ensure proper implementation of CNIMS to routinely capture data including timeliness and completeness of data entry through continuous collaboration and engagement with program level and partner level staff.
- Conduct data collection with relevant program staff and partner's staff by sharing forms or templates with partners, data collection and data saving.
- Train or provide 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.
- Prepare periodic 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 and global reporting requirement.

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 Program staff to conduct periodic review meetings and learning events with relevant stakeholders including government, implementing partners.
- Support in planning, organizing KAP survey, periodic project review, mid-term assessment and final evaluation, and disseminate findings within programs, mission, donors and stakeholders.
- 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.

Strengthen Capacity Building of Partner Staff in M&E

- Provide coaching, guidance, and support to the implementing partner staff on use of CNIMS and on project's M&E tools and processes.
- Build capacity of partner staff on relevant M&E tools and research methodology with tools/approaches as required.

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 Program Quality 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.
- Safety and Security is everyone's responsibility within CI through full compliance and accountability (as per Principle –ii of the CARE International Safety & Security Principles

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 women empowerment, 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 and Kobo is preferred.
- 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.

Knowledge Skills and Competencies

- Good Knowledge of local and international procurement processes.
- Good Knowledge of releasing health equipment from the Nepal Customs Office.
- Sound knowledge of financial procedures
- Tactfulness and an excellent ability to deal with people.
- Proficient in the use of Microsoft Office especially in Excel spreadsheets and software packages
- Excellent communication skills both in English and Nepali

Approved by: _____

Date: _____

Agreed by: _____

Date: _____