

## ToR

### Data and knowledge management consultant

#### Background:

Nurture every future: Poshan Program, implemented by CARE, and iDE aims to improve maternal and child health by addressing gender relations and social norms influencing nutrition. The project will achieve comprehensive development outcomes through integrated solutions by working with Health Systems, Food Systems, Market Systems and Empowering Women for Household Decision to address nutrition challenges at individual, household, and community level. The program has been implemented in Sudurpaschim, Karnali, Lumbini, and Madhesh Provinces, targeting seven districts with high rates of poverty, poor health and nutrition outcomes, and high rates of food and nutrition insecurity. CARE Nepal is hereby seeking to hire a consultant for Data and Knowledge Management stationed at Birendranagar, Surkhet, The consultant will support MERL Manager to oversee field level MEL activities and 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 MERL Manager, the consultant 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.

#### Objectives:

The key objective of this consultancy service is to strengthen data quality, analysis, and knowledge management systems of the POSHAN project to support evidence-based decision-making and learning.

The specific objectives include:

- Support the effective implementation and regular use of the project's information management system (CNIMS).
- Facilitate timely and complete data entry by coordinating with partners and field teams. Support routine data collection processes through standardized tools, templates, and guidance.
- Conduct regular data verification, validation, and cleaning in coordination with partner and field staff.
- Undertake field monitoring visits to verify reported data and strengthen recording and reporting practices.
- Analyze data and support producing high-quality routine/periodic reports that highlight key findings, trends, and recommendations for program improvement and adaptive management. Support preparation of high-quality periodic reports with actionable recommendations for adaptive program management.
- Identify, document, and synthesize lessons learned, case studies, and best practices from program implementation.
- Develop knowledge products based on field insights, data analysis, and internal assessments. Promote a culture of learning and knowledge sharing across CARE, partners, and stakeholders. Support dissemination of knowledge products to internal and external stakeholders.

- Promote the culture of learning and knowledge sharing within the project and across teams.
- 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)

#### **Deliverables:**

- Updated and maintained project database (CNIMS/DMEL system) with clean and verified data.
- Documented data verification and data quality check reports
- Monthly consolidated partner reports with verified data.
- Periodic data analysis reports highlight trends, key findings, and recommendations.
- Analytical briefs and inputs presented during team meetings and reviews.
- Field visit reports including data validation findings, observations, and actionable recommendations.
- Reflections on data quality and program implementation from field monitoring visits.
- Documented case studies, success stories, and best practices from the POSHAN program.
- Developed knowledge products (briefs, summaries, learning notes, etc.).
- Comprehensive final consultancy report summarizing achievements, key learnings, challenges, and recommendations.

#### **Terms of payment**

- Payment to the Consultant shall be made monthly, subject to the submission and acceptance of agreed deliverables and timesheet. All deliverables must meet the quality standards and requirements set by CARE Nepal, as determined through mutual agreement and review.
- CARE Nepal will process payments only after confirming that the submitted outputs are satisfactory and of acceptable quality.
- Applicable taxes shall be deducted or applied in accordance with prevailing taxation laws on the total contract value (TCV).
- Travel expenses incurred during field visits will be reimbursed separately, based on actual costs and in line with CARE Nepal's travel policies, upon submission of valid supporting documents

#### **Timeline and Level of Effort (LOE)**

We estimate that the assignment will take approximately 5 months from 1 June 2026 to 31 October 2026.

#### **Reporting:**

The consultant will be reporting to the MERL Manager of Poshan project.

#### **Required Qualification:**

- 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
- Demonstrated experience of working in remote areas of Nepal working with local CSOs, government and community level stakeholders.
- Knowledge of using statistical software 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 like ODK, Kobo, Power Bi are required.
- Effective verbal and written communication, organizational, and coordination skills within the team and with external stakeholders (partners, government officials)

#### **Upholding CARE's Core values and ensuring its principles.**

- Adherence to CARE's Code of Conduct including compliance with PHSEA, and safety and security guidelines.
- 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).

#### **Application Process**

Interested consultants are required to submit:

- Technical proposal and financial proposal outlining understanding of the assignment and proposed methodology.
- CV(s) highlighting relevant experience
- VAT Registration, Company Registration and Latest Tax Clearance Certificate.