



Functional Title	:	MEAL Officer
Responsibility Level/Grade	:	Madhesh Province
Department/Project	:	Program Quality and Impact
Workstation	:	Madhesh Province with occasional field visits
Incumbent Name	:	TBD
Supervisor/Principal Evaluator/Title	:	Sr. LINK Specialist
Dotted Line Manager	:	MERL 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 SOAR (Udaan) program in Nepal is an education and adolescent empowerment initiative designed to address the large number of out-of-school children and the persistent barriers that prevent adolescent girls from completing their education. Nepal faces deep structural challenges including poverty, early marriage, gender inequality, weak school infrastructure, and limited education system capacity, resulting in hundreds of thousands of children being out of school and many more at risk of dropping out. In response, the program provides accelerated learning opportunities through community-based and school-linked Accelerated Learning Centers (ALCs), which deliver a condensed, government-approved curriculum to help out-of-school adolescents catch up and either re-enter formal education or transition into vocational and livelihood pathways in Rautahat, Sarlahi, Mahottari and Dhanusha districts of Madhesh province.

Beyond learning recovery, the program focuses on improving education quality and strengthening systems. It trains teachers, school leaders, and local education authorities, while introducing digital learning tools and improving school governance, safety, and accountability. It also supports remedial education for at-risk students and provides targeted support to vulnerable households to reduce financial barriers to schooling. A strong emphasis is placed on transforming harmful social norms through community engagement, promoting girls’ leadership, and strengthening adolescent agencies so they can advocate for their rights and education.

The program is implemented in phases over three years, scaling from pilot Accelerated Learning Centers to broader municipal and school-based adoption, with increasing local government ownership over time. Municipal governments, Community Learning Centers, and schools are progressively capacitated to plan, fund, and operate these models, ensuring sustainability beyond the project period. The initiative also strengthens data systems such as out-of-school mapping and promotes public-private partnerships to support long-term financing. Overall, the program aims to reintegrate out-of-school adolescents, especially girls into education systems, improve learning outcomes, and build a sustainable, locally owned model for inclusive education in Nepal.



JOB SUMMARY

Monitoring, Evaluation, Accountability, and Learning Officer for SOAR (Udaan) project will support MERL Manager and Sr. LINK Specialist to develop and implement MEAL plan for the project and support to oversee field level MEAL 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 (CNIMS), its continuous analysis, dissemination of the findings and development of knowledge products based on the learning and best practices. Reporting to the MERL Manager with dotted line to Sr. LINK Specialist, 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 support assure program quality through regular field monitoring visits. The incumbent will also 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 procedures and should be accountable for it. Local candidates will be given priority and encouraged to apply.

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RESPONSIBILITIES AND TASKS:

R1. Routine Monitoring, Data Management, and Analysis

- Work with PQI 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.
- Conduct a monitoring visit to ensure Fidelity of Implementation (Fol) on quarterly basis in coordination with program team through checklist.
- 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.



R2. Learning and Knowledge Management

- Ensure collaboration and coordination in learning and knowledge management with CARE Nepal's Sr. LINK Specialist and MERL 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 them 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 surveys, periodic project review, mid-term assessment and final evaluation, and disseminating findings within programs, mission, donors and stakeholders.
- Develop knowledge products based on results from evaluations and internal assessments undertaken by PQI 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.

R3. 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.

R4. Crosscutting

- 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 Prevention of Sexual Harassment, Exploitation, and Abuse (PSHEA), and safety and security guidelines.
- As requested, and required by the line manager, engage in relevant tasks and responsibilities accordingly.

R6. Upholding CARE's Core values and ensuring its principles.

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



- 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).

Spending authority: NA

Working conditions: Madhesh with occasional field movement.

PERSON SPECIFICATION REQUIREMENTS

Qualifications and Experience

- Bachelor’s degree in education, development studies, social sciences, or any other relevant discipline. With Minimum of Three years demonstrated experience in data and knowledge management including monitoring and evaluation of education/training focused 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 Skills and Competencies

- Knowledge of using statistical software (Stata, SPSS) or MS Excel to undertake data analysis and visualize results.
- Knowledge to design and build digital data collection forms using tools such as KoboToolbox.
- 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.

Approved by: _____

Date: _____

Agreed by: _____

Date: _____