



JOB DESCRIPTION

Functional Title	:	(MERL) Specialist- Emergency Response
Responsibility Level	:	Specialist
Department	:	Program Development and Delivery- Emergency Response
Workstation	:	Bidur, Nuwakot (field-based, with frequent travel to flood-affected municipalities, distribution sites, and displacement locations)
Supervisor/Principal	:	District Response Manager dotted to PQI, MEAL Lead

BACKGROUND

The Bhotekoshi flash floods caused significant damage and displacement across affected areas of Rasuwa, Nuwakot, Dhading, Gorkha Tanahu and Chitwan disrupting shelter, livelihoods and access to essential services and increasing protection, gender and inclusion risks for affected communities. As households transition from immediate humanitarian assistance towards recovery, there is a need for inclusive, gender-responsive and safeguarding-focused support that addresses the differentiated needs and vulnerabilities of women, girls, persons with disabilities, older people and other marginalized groups.

JOB SUMMARY

The MERL (Monitoring, Evaluation, Reporting and Learning) Specialist provides field-based technical leadership for monitoring, evaluation, reporting, accountability, and learning across the Flood Response Programme in Nuwakot, Rasuwa and Dhading. The position is responsible for rapidly establishing and operating the response MEAL system and ensuring timely, accurate, and gender-responsive data to inform decision-making, uphold accountability to affected populations, and meet CARE and donor requirements.

The role works in close coordination with the Program Quality and Impact (PQI) department specifically with the Database Information Management Specialist at the Country Office, program and partner field teams, and the Feedback and Accountability Mechanism (FAM) focal person, ensuring that response data flows into CARE's information systems (including CNIMS and PIIRS) and that learning is captured and used, rather than establishing parallel systems.

The employee shall fully comply with CARE policies and procedures and be accountable for upholding CARE's core values and principles.

KEY RESPONSIBILITIES AND TASKS:

R1. Establish and Manage the Response MEAL System

- Rapidly set up and operate the MEAL system for the flood response, including the MEAL plan, logframe / indicator tracking (IPTT / Activity and Indicator Tracking Tools), and monitoring calendar, aligned with CARE's MEAL frameworks, flood response master workplan, and donor requirements.
- Work in close coordination with the PQI Department and the Database Information Management Specialist focal person to ensure response data structures, indicators, and tools are consistent with CARE Nepal's systems and strategy.

- Ensure integration of gender-responsive and inclusive indicators into the MEAL system along with data disaggregation by sex, age, disability, location and other relevant markers.

R2. Data Collection and Information Management

- Design, adapt, and implement digital data collection tools (e.g. Kobo/ODK) and protocols for assessments, registration, distribution, and monitoring.
- Ensure timely and consistent flow of quality data from field teams and partners into CNIMS and global systems such as PIIRS.
- Build the capacity of field staff and partners on data collection tools, data flow compliance, and CNIMS use.
- Maintain accurate beneficiary, distribution, and monitoring records in CARE's designated systems and registers.

R3. Data Quality Assurance, Validation, and Responsible Data

- Conduct routine Data Quality Assurance (DQA) and field verification visits to validate data integrity, accuracy, completeness, timeliness, and reliability.
- Ensure consistency, accuracy, and completeness of data across platforms, and lead data cleaning and validation on a routine basis.
- Facilitate periodic data audits and support real-time corrections in collaboration with field teams.
- Ensure data privacy, protection, and security in line with CARE's Responsible Data Management guidelines, with particular care for vulnerable and displaced populations.

R4. Monitoring of Response Activities

- Lead and support ongoing and routine monitoring of response activities against targets, including Post-Distribution Monitoring (PDM) and process/output monitoring.
- Support rapid needs assessments and joint / inter-agency assessments.
- Provide real-time monitoring data and analysis to flag gaps, delays, and needed course corrections.
- Promote cost-effective, market-based, and environmentally responsible shelter and housing solutions where appropriate.

R5. Reporting, Analysis, and Visualization

- Analyze and interpret response data to support evidence-based, adaptive decision-making.
- Develop and maintain dashboards and indicator tracking and produce periodic monitoring outputs.
- Compile and contribute to situation reports (sitreps), donor reports, and internal updates using CARE's standard formats and templates.
- Support program teams including partner staff with relevant data, visualizations, and analysis; note that technical and narrative program report writing remains the responsibility of program implementers.

R6. Accountability to Affected Populations (AAP) and Feedback

- Ensure CARE's community-based Feedback and Accountability Mechanism (FAM) is in place, communicated, and accessible across the response, working in close coordination with the FAM focal person.
- Ensure feedback and complaints are recorded, referred, and responded to through CARE's established FAM channels and timelines, and used to adapt the response.
- Ensure affected communities are informed about their entitlements, targeting criteria, and how to raise concerns safely, in line with the Core Humanitarian Standard (CHS).

R7. Learning and Knowledge Management

- As a field-based role, regularly collect and document case stories, human-interest and Most Significant Change stories, beneficiary voices/quotes, and supporting photographs from response sites, to meet programme, donor, and communication reporting requirements and deadlines.
- Facilitate reflection and learning events and after-action reviews using data-driven insights.
- Lead documentation of lessons learned, case studies, and good practices, and support Rapid Gender Analysis (RGA) and thematic learning related to the response.
- Translate data into narratives and learning documents to inform adaptive and evidence-based programming.
- Ensure proper documentation and filing of reports, case/success stories, photos, videos, and any other documentation related to the flood response in line with PQI Department's KM processes. Ensure such documentation at the partners' level as well.

R8. Coordination and Representation

- Represent CARE in MEAL, information-management, and assessment forums and relevant clusters at field level.
- Coordinate with local governments, partners, and humanitarian stakeholders on joint monitoring, assessments, and data sharing.
- Undertake any other duties consistent with the role as reasonably assigned by the line manager.

R9. Upholding CARE's Core values and ensuring its principles.

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, women and girls' equality, and impact in programming and behaviors.
- Comply and exercise organizational values and culture.
- Help to promote rights and good governance.
- Responsive to women and girls' specific needs in all actions and decisions.
- Demonstrate positive behaviors following the CARE code of conduct and uphold implementation of CARE Safeguarding policy at all levels.
- Promote CARE's values of transformation, integrity, diversity, equality, and excellence.
- Promote gender equality and inclusive programming through your actions and decisions.



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- Uphold safeguarding, PSEA, rights-based approaches, and principles of good governance in all MEAL processes.
- 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).

R10. Other Responsibilities

- Perform any other duties and responsibilities as may be reasonably assigned by management from time to time, in support of organizational priorities.

PERSON SPECIFICATION REQUIREMENTS:

EDUCATION

- Master's degree in Statistics, Social Sciences, Development Studies, Public Health, Information Management, or a related field.

EXPERIENCE

- Minimum 5 years of professional experience in MEAL / M&E, information management, or data management.
- At least 3 years of experience in humanitarian emergency response or recovery programmes (flood, earthquake, landslide, or displacement).
- Demonstrated experience setting up MEAL systems, plans, and tools, ideally in emergency or recovery contexts.
- Experience with digital data collection (e.g. Kobo/ODK), data quality assurance, and management information systems.
- Experience building the capacity of staff and partners, and working with local governments and humanitarian coordination mechanisms.

TECHNICAL SKILLS

- Strong skills in MEAL frameworks, logframe and indicator development, and indicator tracking tools (IPTT).
- Data analysis and visualization skills (e.g. advanced Excel, Power BI / dashboards; knowledge of statistical tools an advantage).
- Familiarity with management information systems such as CNIMS and data flow into global systems such as PIIRS is desirable.
- Knowledge of the Core Humanitarian Standard (CHS), Sphere, accountability to affected populations, and Responsible Data Management.
- GIS / mapping and mobile data collection proficiency an advantage.

CORE COMPETENCIES

- Ability to establish systems quickly and work effectively under pressure in an emergency context.
- Strong coordination, facilitation, and capacity-building skills.
- Attention to detail and a strong commitment to data quality and integrity.
- Report writing, analysis, and communication.



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- Commitment to gender equality, safeguarding, and humanitarian values.

Working Conditions and Security

- The role is based in a post-disaster emergency context and requires willingness to work and travel in remote, hardship, and potentially insecure locations, and to comply with organizational security protocols at all times.
- The post may require work outside normal hours during peak response periods.

Disclaimer/Note

The responsibilities and requirements outlined in this Job Description are subject to change and may be revised as necessary to reflect evolving organizational priorities, operational requirements, and the needs of the position.

Approved by: _____

Date: _____

Agreed by: _____

Date: _____