

Job/Contract Description

Monitoring, Evaluation, Accountability and Learning (MEAL) Officer

Location:	Mid-Western Nepal, primarily Surkhet, with travel to other districts in the region as required, as well as the Kathmandu Office.
Salary:	As per the rules and regulation of Renewable World.
Contract:	24 months initial fixed term contract with possibility of extension based on performance
Responsible to:	Monitoring, Evaluation, Accountability and Learning Manager
Responsible for:	n/a

Overall Purpose:

The MEAL Officer will work closely with the programme team to support in all monitoring, evaluation, accountability and learning related activities. This includes supporting the MEAL team to institutionalize and operationalize robust monitoring and evaluation systems. S/he will be responsible for ensuring efficient information management, improving data quality, and strengthening the knowledge sharing and learning process across the organization, with partners and other stakeholders. The post holder will be committed to mainstreaming gender equality and social inclusion within the work of the organisation, and will be confident in the collection, analysis and reporting of quantitative and qualitative data.

Main Duties and Responsibilities

Project Monitoring & Evaluation

- In coordination with the MEAL Manager, ensure effective implementation and management of gender and socially inclusive monitoring and evaluation systems;
- Support the programme team in the overall set-up and operationalisation of the project's MEAL Framework and plans in the field office;
- Assist the MEAL Manager in the development of the baseline, endline, midterm review and reporting tools and templates;
- Track output, outcome and objective level changes in Renewable World projects through measuring progress towards agreed indicators;
- Develop and maintain a project indicator tracking table at the field office and ensure that all supporting evidence is systematically archived;
- Support the field team in their routine monitoring work and develop appropriate tools to facilitate the collection of reliable information;
- Support in building field staff M&E capacity, to enable field staff to track project progress, assure quality in delivery and report appropriately;
- Undertake regular field visits to projects sites and provide structured feedback in a way that can improve data collection/analysis and project monitoring;
- Monitor data quality and make improvements as required;
- Support the wider team to conduct need assessments, feasibility studies, impact assessments;
- Work in close coordination with the project management team in the field office.

Data Collection and Database Maintenance

- Under the guidance of MEAL Manager and in collaboration with the programme team and beneficiary communities, monitor activities through regular site visits, remote data collection and use of participatory techniques;

- Regularly collect case studies, stories and quotes from the field to share with the central level team to qualitatively demonstrate project need and/ or the changes being achieved through projects;
- Support to design, test and implement qualitative and quantitative data collection methods and protocols;
- Contribute to efficiently develop and manage the project's database in the field office, ensuring that the database is updated regularly and systematically, in close coordination with the programme and MEAL team.

Documentation, Reporting and Knowledge Sharing

- Document, promote and archive project-based good practices, knowledge management and institutional learning around monitoring and evaluation approaches;
- Support the wider team to incorporate lessons learned, best practices and technical innovation in plans and project designs;
- Support the Project Coordinator to deliver, document and report on project review;
- Contribute to the production of materials such as presentations, annual reports, training materials, positions papers;
- Strengthen knowledge sharing and learning process by ensuring regular dissemination of lessons learned and good practices to the project team, partners, beneficiaries and other stakeholders;
- Support the project team to compile, arrange and archive activity reports and flag due reports to respective staff at the defined time (monthly, quarterly, mid-term and final project report) in the standard formats;
- Prepare periodic MEAL-specific deliverables and timely report to the Senior MEAL Officer.

Cross-cutting duties

- Support the wider team to deliver all project activities in line with Renewable World's Community Centred Model, Sustainability Toolkit and associated toolsets;
- Support the wider team to ensure the implementation of Renewable World's Accountability mechanism at community level, including documenting feedback received and actions taken;
- Adhere to Renewable World's Code of Conduct, Enhanced Code of Conduct and follow Renewable World's Safeguarding Policy at all times;
- Represent Renewable World, our values, vision and mission in the regions and districts where you operate in a professional, honest, transparent and positive way to help build Renewable World's image and brand in the regions and district as an organisation committed to poverty alleviation and collaboration in Nepal;
- From time to time undertake other reasonable tasks and responsibilities as requested by your direct line manager, the Programme Coordinator and the Project Manager;
- Attend regular supervision and take active initiation in personal professional development.

Qualification, Experience and Attributes

Essential

- Bachelor's Degree in Social Science, Statistics or M&E related field
- 2 years' relevant work experience, such as monitoring and evaluation, data collection and/ or research
- Proven data collection, analysis and report writing skills
- Proven experience in the usage of computer and office software packages (MS Word, Excel, PowerPoint, etc.) and able to write reports in English;
- Willingness to undertake extensive field works in remote communities
- Ability to prioritize, meet deadlines, and achieve results through collaboration
- Ability to work in an organised and systematic manner
- Fluency in English and Nepali-written and spoken
- Ability to take direction and feedback from senior staff.

Desirable

- Good understanding of research
- Knowledge and ability in using computer-based data analysis, participatory methodologies and digital survey tools
- Knowledge of inclusion of gender equality, social inclusion and disability into programming
- Excellent interpersonal skills
- Strong critical thinking and ability to self-initiate

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. However, it is inevitable that responsibilities and tasks may be varied and unpredictable. It is expected of the staff to respond with a flexible approach when tasks arise which are not specifically covered in this job description. Should an additional responsibility or task become a regular part of an employee's job, the job description will be amended in consultation with the employee.

Applying for the post:

Please send your CV and a covering letter (1-page only) to jobs@renewable-world.org.

Closing date for applications: 14 January 2021

Interested candidates (women and disadvantaged groups are highly encouraged to apply) meeting above criteria are requested to send complete CV with the name of two references and contact number. Only short-listed candidates will be called for further selection process. The employer reserves all the rights to accept or reject any or all the applications without any reasons thereof. Undue influence will result in automatic rejection of application.