

## Job/Contract Description

### Monitoring, Evaluation, Accountability and Learning (MEAL) Manager

<b>Location:</b>	Kathmandu, with frequent in-country travel in Nepal
<b>Contract:</b>	24 months initial fixed term contract with possibility of extension based on performance
<b>Responsible to:</b>	Head of Programmes - Nepal
<b>Responsible for:</b>	Monitoring, Evaluation, Accountability and Learning Officer

#### Overall Purpose:

The MEAL Manager will be responsible for overseeing the delivery of all monitoring, evaluation, accountability, and learning aspects of Renewable World's work in Nepal, and also supporting on MEAL globally within RW as required, in line with Renewable World's Community Centred Model. Working closely with Project Managers, the MEAL Manager will be responsible for project monitoring and evaluation throughout the entire project cycle, from project design through to project inception, intervention, and close-out. The MEAL Manager will oversee the organisation's beneficiary accountability mechanism at national level and coordinate the documentation and sharing of learning generated across Renewable World's programme in Nepal.

Acting as Line Manager for the MEAL Officer, the MEAL Manager will support this staff member to collect, analyse and document monitoring and evaluation data collected at field level, and utilise this information within internal and external reporting and learning sharing. The MEAL Manager will also directly engage in data collection, analysis, and documentation, including working closely with partners to build their capacity to undertake essential monitoring and evaluation work on project sites. The MEAL Manager will collaborate with Renewable World UK's Impact Manager to deliver the global MEAL framework and associated tools, contribute accurate and compelling quantitative and qualitative data to global impact reports, and support Renewable World's global team in monitoring and evaluation of their programmes.

#### Main Duties and Responsibilities

##### *Manage and Deliver Project Monitoring & Evaluation*

- Lead in the set-up and operationalisation of each project's MEAL Framework and plans, in consultation with each Project Manager, implementing partners and RWUK.
- In coordination with the MEAL Officer, ensure effective implementation and management of gender and socially inclusive monitoring and evaluation systems.
- Oversee the tracking of output, outcome, and objective level changes in Renewable World projects through measuring progress towards agreed indicators.
- Lead in the development and delivery of project-specific baseline, endline, midterm review, end of project evaluation, impact assessment and reporting tools and templates. Tools will be both quantitative and qualitative, enabling the generation and collection of data to enable the wider team to accurately assess project progress and achievements, and revise current and future project activities accordingly.
- Maintain MEAL database.

##### *Oversee field level data collection and documentation*

- Develop, test, revise and finalise Android based M&E questionnaires and train the MEAL Officer and partner organisations in using the system. Verify the accuracy and applicability of collected data in the central database and verify key performance indicators and reporting.
- Oversee the development and maintenance of project indicator tracking tables within each field office and ensure that all supporting evidence is systematically archived.
- Guide and supervise the MEAL Officer and partner organisations to implement MEAL tools (survey questionnaires, community mapping, focus groups etc) to evaluate project outputs and impacts.

- Directly collect and oversee MEAL and project staff in the collection of case studies, stories, and quotes from the field to qualitatively demonstrate project need and/ or the changes being achieved.
- Bring on board external M&E consultants, to engage in both stand-alone tasks (i.e., data collection) and long-term assignments (i.e., external evaluations of RW projects). Including TOR development, recruitment and oversight throughout contracting period.
- Oversee data quality and make improvements as required/ build capacity of MEAL and project staff to provide higher quality data.

***Manage national level accountability, learning and reporting mechanisms***

- Oversee the development and implementation by the wider team of Renewable World's Accountability mechanism at community level, including regular reviews.
- Analyse data collected in relation to historical and ongoing projects, identify learning including best practices and areas for improvements.
- Translate data analysis into learning reports for internal and external audiences, including quarterly internal reports, donor reports, global level impact reports and project specific learning documents.
- Design and oversee project mid-term reviews and end of project reviews, including tool design, coordination of data collection, design and delivery of workshops and generation of comprehensive reports, outlining key learning and recommendations for Project Managers.
- Play a lead role in the knowledge sharing and learning process by ensuring regular dissemination of lessons learned and good practices to the project team, partners, beneficiaries, and other stakeholders.
- Collaborate with external contractors to generate visual materials.
- Coordinate delivery of Comms materials for a global audience including newsletter articles and social medial content.

***Contribute to proposal development/ programme design***

- Drive community-level needs assessments and feasibility studies to inform proposal development.
- Support in the development of M&E frameworks, including logframe and Theory of Change in line with organisational and donor requirements during proposal development.
- Act as the main point of contact for partner M&E teams during consortium proposal development.
- Ensure learning from past projects informs the development of new proposals, such as incorporating learning generated through pilot projects during the development of scale-up proposals.

***Deliver capacity building in MEAL for project and partner staff***

- Design and deliver training on MEAL tools and ensure the appropriate utilisation of the tools and generation of quality data by project staff employed by both Renewable World and our partners.
- Engage in organisational capacity assessments of partner organisations, focusing on MEAL capacity, develop appropriate capacity building plans and oversee the delivery of these.
- As needed, where partner organisations are assigned to collect MEAL data, supervise the team to ensure designs, process, methods, accuracy, and completeness standards are maintained.

***Contribute to global level monitoring, evaluation and learning***

- Contribute to the development of the global level MEAL framework, including standardised indicators and tools that can be adapted globally, and lead in embedding the framework across the global team.
- Lead in the collation of data on beneficiary reach and impact for the Nepal and Kenya teams and feed this into the global impact database and reporting structures.
- Support Renewable World's East Africa team and head office in the development and delivery of MEAL frameworks, logframes and tools, during project design, proposal development, implementation, monitoring and evaluation.
- Based on learning from the Nepal programme, help build capacity in other RW country offices on MEAL processes, frameworks and tools.
- Support staff in other RW country offices by providing guidance on MEAL activities and work and overseeing data quality assurance, analysis and project reports and learning papers.

### ***Cross-cutting duties***

- Ensure project teams and partner organisations incorporate GESI approaches during MEAL design and delivery.
- Line Manage the MEAL Officer in line with RW HR policies and procedures
- Support the wider team to deliver all project activities in line with Renewable World’s Community Centred Model, Sustainability Toolkit and associated toolsets.
- Adhere to Renewable World’s Code of Conduct, Enhanced Code of Conduct and always follow Renewable World’s Safeguarding Policy.
- 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.
- Attend regular supervision and take active initiation in personal professional development.

### **Qualification, Experience and Attributes**

#### ***Essential***

- Bachelor's Degree in Development, Social Science, Statistics or MEAL related field and 5 years’ relevant work experience in MEAL OR Master’s Degree in Development, Social Science, Statistics or M&E related field and 4 years’ relevant work experience
- Proven experience in the usage of computer and office software packages (MS Word, Excel, PowerPoint, etc.)
- Knowledge and ability in using participatory methodologies and digital survey tools
- Ability to perform computer-based analysis using either Excel, SPSS, Stata or R programming
- Proven ability to mainstream gender equality and social inclusion in their work
- Willingness to travel and undertake extensive M&E work in remote communities
- Experience of working and collaborating with staff across all levels of an organisation
- 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 develop high quality written reports in English.

#### ***Desirable***

- Experience in development of ToRs, recruiting and overseeing external M&E staff
- Experience of working in a multicultural and diverse team with staff from different countries, time zones and different cultural backgrounds
- Line management experience and experience of supporting the development of project staff in MEAL
- Excellent interpersonal skills with the ability to build positive relationships with colleagues in different locations/ countries
- Strong critical thinking and ability to self-initiate

### **Terms and Conditions**

<b>Annual Gross Salary:</b>	1,351,906.00 /annum gross
<b>Hours of Work:</b>	Full time/37.5 hours a week
<b>Annual Leave:</b>	12 days plus 14 days national holidays
<b>Place of work:</b>	Nepal Office: Chakupat, Lalitpur, Nepal

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 to 2 pages only) to [jobs@renewable-world.org](mailto:jobs@renewable-world.org).

**Closing date for applications:**

**15 July 2021**

**Interview date:**

**Week commencing 26 July 2021**

*Interested candidates (women and disadvantaged groups are highly encouraged to apply) meeting above criteria are requested to send a 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.*