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| **The Leprosy Mission Nepal** | | | |
| **Job Description** | | | |
| **Job title** | Monitoring Evaluation & Learning (MEL) Officer | **Work Station** | Simara Filed Office , TLMN |
| **Job Family** | Programs | **Reports to** | Project Director |
| **Overall purpose of job** | Under the supervision of Project Director, the Monitoring, Evaluation, Accountability and Learning (MEL) Officer will improve the quality of project through improved monitoring and accountability system in all the project areas, collecting, collating and verifying the information received from project districts, Government of Nepal and NGO partners in a way that provides current situation for appropriate programming and evidences of change over time. | | |
| **Key tasks and responsibilities** | **Monitoring & Evaluation:**   * Assist in collection of data from field in coordination with district focal person and enter into database. * Assist in collection of case stories from field with ensuring legal consequences. * Assist in lean data management as per the project plan, regular monitoring of field data being entered in KoBo tool and management of database cloud. * Facilitate in data entry of field level, complete training database and prepare compiled data set in accordance to project indicators. * Support in preparation of project report ensuring the reporting requirements considering project indicators. * Develop and analyze database; help maintain data, reports and case story repository to promote use of sharing platforms between departments, organizations and entities. * Conduct monitoring visits in the project areas as per the agreed plan and monitor the data management system against the minimum standards; produce and share high quality reports on regular basis to MEAL. * Ensure that periodic data are shared and debriefed at Project office. * Perform training Follow-up and maintain training database. * Regular monitoring visits in the project district as per the agreed plan and monitor the quality of interventions against the minimum standards; produce and share high quality MEAL reports on regular basis to PD, partners and donor with the standard protocols. * Systemize and manage key external data useful for TLMN programmes. * Work closely with project team and strategic partners to achieve delivery of project activities as per project log frame, theory of change and detailed implementation plan and share the report to PD. * Identify new information and data requirements to support TLMN and partners * Ensure timely planning, implementation, monitoring and evaluation and documentation/reporting of the project activities. * Prepare Quarterly Monitoring reports and annual/final monitoring reports and provide to PD. * Ensure a project baseline is planned, coordinated and implemented during a project start-up in line with project log frame and guideline. * Ensure that monitoring incorporates and considers aspects at output, outcome, process and country context levels and that appropriate data collection and reporting tools are developed and used. * Ensure effective monitoring through regular field visits, conducting data verification, quality assessments and reporting the findings. * Develop tools to gather relevant data according to project log frames, assuring the feed into Programme Results Framework * Train partners’ staff on data collection, including mobile data collection * Synthesize and analyze M&E quantitative and qualitative data received on a monthly/quarterly basis Develop and update and project level database when needed * Prepare mid-term and end of project evaluations as per donor requirements. * Support the recruitment of specialist consultants for project evaluations and thematic assessments, and support the publication and dissemination of the evaluations and field studies.   **Evaluation and Learning:**   * Take lead in conducting/facilitating strategic project reviews and evaluations * Provide technical support for conducting mid-term as well as final project evaluations as per the requirement. This includes reviewing evaluation ToRs, developing methodologies, sampling strategy in line with the TLMN evaluation standards * Promote cross-thematic and cross-projects learning * Identify needs of relevant staff/partners and provide capacity building training and on-site coaching to the partner organizations to effectively implement the monitoring systems and in documentation of results and impact * Orient and support new staff and partners to MEAL requirements of their projects * Together with programme staff facilitate periodic reviews and reflection workshops with partners for dialogue, learning and reflection from assessments, program progress monitoring, etc. * Collect, document and share success stories and best practices promoting TLMN shared learning platform   **Coordination and Representation:**   * Liaise with project team and partners staff for sharing, learning and updates on new developments on MEAL and related requirements * Identify relevant technical assistance providers and pull technical assistance as needed for strengthening MEAL system at TLMN. * Represent TLMN participation in national, regional and global MEAL initiatives as needed.   **Accountability:**   * Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling TLMN values * Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved   *Any other job as assigned by the line manager.* | | |
| Notes applying to all jobs at TLMN | TLM Nepal has a zero-tolerance policy towards any abuse, neglect and exploitation to all people. The post holder should have signed and must comply with all TLMN organisational policies, including the Safeguarding Code of Conduct and the Safeguarding Children & Vulnerable Adults Policy. | | |
| Person Specification | * Bachelor degree in Public Health, Statistics or related Social Sciences, Master Preferred with 3 years of experience in leading, developing and managing M&E systems for large scale, multi sectoral programmes. * Demonstrated proficiency in computer applications including use of Microsoft Office (Advance level Excel), working knowledge of SPSS or STATA is preferred * High level of technical skills, knowledge and experiences on strategic planning, program design using various logical modules including log-frames, result framework etc. * Have knowledge, experiences and conceptual understanding on accountability, especially to communities and beneficiaries * Previous experience in leading teams and building M&E capacity (developing training tools, training, coaching and mentoring) in DFID funded project is an advantage * Demonstrated ability to work effectively in a multi-cultural setting with a wide variety of stakeholders. * Synthesize and analyze complex information and present in simplified terms for common understanding across the board-with excellent data presentation skills. Ability to present complex information in an understandable manner, and to use innovative forms of communication * Fluency in written and spoken Nepali and English languages | | |