

## YAC Nepal

### Job Description and Task Responsibility: Monitoring Evaluation Accountability & Learning (MEAL) Officer

**Purpose of the Position:** The Monitoring Evaluation Accountability & Learning (MEAL) Officer will be responsible for ensuring quality conducting various monitoring evaluation activities in the implementation of the "Mother and Child Wellbeing project" (MCWP) in five Municipality/Rural Municipalities of Kailali District. He/she will also be responsible for accountability and capturing and sharing learning from the various perspectives of the project and share to stakeholders and other line managers. The MEAL officer in coordination with the project team will design, review, and update project activities, implementation process/strategy, and result base project monitoring frame ensuring achievement of the stated objective and outcomes of the project.

#### Major Responsibilities

##### R # 1. Program planning and implementation:

- Lead in Developing, reviewing and updating monthly, and quarterly planning and progress in consultation with staff team in regular basis and reporting and share the progress.
- Lead to prepare result base M & E framework, develop project data base system for periodic updates and analyze the data information to measure the project impact and gaps.
- Develop comprehensive monitoring plans and effective implementation.
- Implement robust monitoring, evaluation, learning and accountability systems in project and organizational level.
- Define and track key project performance indicators throughout the project's lifecycle.
- Create M&E tools aligned with the program's strategies for consistent use.

##### R2. Program Monitoring:

- Coordinate with PC and project team to be well understood about entire project monitoring frame, Result objective, indicators, outcome, and implementation process.
- Organize frequent field visit with close coordination with staff team and stakeholders for programming supervision and monitoring to analyze the effectiveness of project progress, implementation modality, process and inclusive participation in the entire project cycle.
- Develop and implement gender and caste based disaggregated data base monitoring mechanism/format to record and analyze the quality and quantity of project achievements.
- Carry out impact monitoring of the project based on the baseline data information and documented the +ve and –ve change in the livelihood of targeted communities due to project intervention.
- Organize participatory program review to assess the strength and identify gaps in entire programming cycle.
- Manage data entry, maintain databases, and collaborate with project staff to generate donor-required reports.

##### R3. Capacity building, training and workshop-

- Be updated with existing policy, and provisions of government policy, provisions related to health, nutrition, and annual policy programs of working Palika and sensitize project staff on such policy programs for lobby and advocacy to ensuring access of project target communities to such policy programs.
- Sensitize project staff and community representatives on government Target programs and policies related to food and nutrition for policy advocacy.
- Take lead role to organize joint visit with RM/M and Thematic committees' representatives in the project areas for learning sharing purpose.
- Sensitize project staff about project monitoring frame, data collection and report preparation.

##### R4. Reporting and Documentation-

- Ensure all the project related documents, reports, case lets, data information, strategy are in place.
- Contribute to the preparation of annual reports, technical briefs, and ICT materials.
- Collect and analyze data information of entire project activity, output, outcome and prepare report accordingly.

- Compile quarterly plan, progress, and review or meeting notes and circulate to staff and YAC Nepal.
- Organize frequent meetings and report the outcome of the meeting.
- Take lead role and coordinate with staff team and produce and publish annual Report-YAC Nepal, and other extension, and educational materials such as calendar, fact sheet, brochures, files, dairy etc mentioning the educational information related to MCW project.
- Prepare case studies highlighting project best practices and outcomes for documentation and reporting.

**R5. Coordination and linkages-**

- Maintain functional coordination with all government (RM/M, DCC, and province Assembly, Thematic committees) and non-government organizations- (Media, CSOs, RtF network, Forum and federations) for attaining project achievement at excellence level.
- Maintain coordination and collaboration with all project head, and staff members of YAC Nepal and promote learning sharing environment at organizational level.

**Key Skills and Qualifications**

- At least bachelor's degree in statistics or any other relevant discipline.
- At least three years' relevant experience in the field of MEAL.
- Expertise in data management, data collection, data analysis and reporting.
- Experience in the usage of computers and office software packages and expertise on Microsoft excel.
- Experience in writing reports, and a good understanding on monitoring frame -output, outcome. Input, and indicators.
- Updated knowledge Monitoring Evaluation Accountability & Learning.
- Expertise in data management, data collection, data analysis and reporting.
- Experience in the usage of computers and office software packages and expertise on Microsoft excel.
- Ability to work in a multi-cultural environment and diversity.
- Experience in writing reports, and a good understanding of the development sector.