

Terms of Reference Monitoring and Evaluation Officer

Position: Monitoring and Evaluation (M & E) Officer

Location: Health System Recovery Project, Nuwakot

Application Deadline: 26 April 2017

Starting Date: 22 May 2017

Duration Contract: One year with the possibility of extension

Gross Salary: NRs. 642,400 per/annum (commensurate upon qualification and experience)

Reports to: Project Manager, HSRP

Background:

Good Neighbors International (GNI) is an international, non-profit humanitarian organization established in 1991 and working in 39 countries around the world. It is headquartered in South Korea. GNI has fundraising offices in the USA, Korea, and Japan, and an International Cooperation Office in Geneva. GNI currently implements 211 community development projects (CDPs), covering a variety of areas including rural development, income generation, health, water, sanitation and hygiene, child education, protection, disaster risk reduction as well as advocacy and network building to improve the impact of the projects.

GNI Nepal has been working in Nepal since 2002 with the objective of improving lives of poor people, especially children through education, income generating activities, health services, child protection, disaster risk reduction, advocacy and network building.

GNI Nepal is implementing Health System Recovery Project (HSRP) for recovery of health services at ten VDCs of Nuwakot District under the funding of KOICA. The major aim of this project is to improve health status of community people through post-disaster recovery of health system. The duration of project is from 31 December 2015 to 31 December 2018.

M&E Officer in HSRP project will be responsible to lead overall monitoring and evaluation related task in the project through designing and implementing monitoring system for collecting/tracking regular progress updates and inform to management through formal reporting aspects.

Job Description

1. Design and Implement M&E System:

- Develop and implement M&E plan of project to generate regular information related to progress of the project.
- Develop common indicators for data collection, design data collection tools/templates, and assist for regular data collection/generation process.
- Provide technical support to project staff on implementing M&E plan and logical framework.
- Liaise with project management to collect and analyze data and to determine progress achieved.

2. Project Information Management

- Track project's output and outcome level results on the periodic basis in close coordination with project's implementing team as well as with IPs.
- Collect, check, verify and compile data from the field as stipulated in the M&E plan.
- Review and compile monitoring reports, project progress reports, evaluation reports, photographs, case studies video documentaries, power point presentation, etc.
- Update and maintain the project database.

3. Capacity Development in M&E

- Provide technical support to staff members for all M&E related activities.
- Train staff members on M&E concepts, skills and tools.
- Work closely with implementing team for enhancing their capacity for proper data collection and reporting.

- Contribute to design TOR, training materials, communication materials related to project and M&E System.

4. Quality Assurance

- Review field level assessment reports, baseline studies and evaluation reports.
- Ensure that reports from partners/consultants are complete and meet the quality requirements.
- Undertake the quality control of project's implementing strategies and approaches.

5. Reporting and Documentation

- Prepare the M&E unit's periodic progress report and submit to supervisor.
- Assist project team to prepare period reports of project through providing M&E related information.
- Collect and/or assist to collect case story, best practice documentation, lesson learn; and update and manage those information in project's reports and other knowledge products.
- Work closely with the project to ensure that lessons learned from project evaluations are documented properly.
- Contribute for developing and managing knowledge products (knowledge management) of project.

6. General responsibility:

- Prepare monitoring field visit plan and conduct monitoring visit as and when required.
- Conduct regular monitoring to project's interventions to insure the quality delivery of inputs and contribute for generating expected results.
- Participate in internal and external monitoring mission.
- Work closely with the project team member and relevant stakeholders for monitoring and evaluation of project interventions.

- Assist to organize and facilitate various events such as meetings, workshops, conferences, and seminars.
- Carry out other duties and responsibilities related to M&E as assigned by supervisor.

Job Specification

- Bachelor degree in relevant field with at least three years of experience in humanitarian and/or development organization in designing, implementing and overseeing M&E related task.
- Sound knowledge and experience on writing reports.
- Experience of quantitative and qualitative data collection and analysis.
- Good interpersonal, communications, and facilitation skills.
- Hands on experience of managing database software.
- Strong statistical skills including knowledge of Microsoft applications.
- Working knowledge of the English language along with writing and communication skills.
- Programmatic experience in public health, health system management, and in relevant field will have added value

Note:

We encourage women and candidates from ethnic and marginalized communities to apply.

Canvassing at any stage of the process shall lead to automatic disqualification.