JF: Monitoring, Evaluation and Learning Officer

Job Title:	Location:	Reporting to:	Probation Period:
Monitoring, Evaluation and Learning Officer	Support Office, Kathmandu Nepal	Program & Partnership Manager	6 months

Job Purpose:

Sunaulo Parivar Nepal (SPN), a local implementing partner of Marie Stopes International in Nepal, is a well-established NGO which is delivering Family Planning and Sexual Reproductive Health services through-out Nepal via different service delivery channels: centres, outreach and Marie Stopes (MS) Ladies. It works in partnership with Marie Stopes International UK (MSI), a global charity for providing reproductive health services across the world with a mission of ensuring individual's fundamental right to have children by choice not chance.

The Monitoring, Evaluation and Learning (MEL) Officer will be responsible to support in designing, coordinating and implementation of the monitoring and evaluation, research, and learning framework of the various projects/ channels while ensuring compliance with MSI's global RME standards and donor requirements.

It is a role requirement that the job holder must fully comply with, promote and live by **SPN's CORE VALUES:**

Mission-driven	Client-centered	Courageous	Accountable	Resilient	Inclusive

The below responsibilities are included for the position, but not limited to;

Key Responsibilities	Measure
Support to in developing MEL system in the organization	
• Assist in developing MEL plan for various channels and projects. • Support in developing overall framework for project M&E, for example mid-term project review, impact assessment, final evaluation, develop project Performance Monitoring Plan with relevant data collection systems. • Review the quality of existing data in various channels, the methods of collecting it, and the degree to which it will provide good statistics for impact evaluation. • Develop a plan for capacity-building on MEL and organize and undertake training on MEL as required. • Contribute to development of research, monitoring and evaluation protocols including digital transformation of data recording and validation.	• MEL executed • MEL strategic plan achieved • Operational data analysis available • Database created and maintained

• Conduct field visits, interaction with beneficiaries and stakeholders/ gather information from the field-based staff and draft success stories and lessons learnt for wider sharing. • Systematically document lessons learned, best practices, and success stories from program implementation.	
Support in developing and implementing organizational Monitoring, Evaluation and Learning activities	
• Identify lessons learned and develop case studies to capture qualitative outputs of the project. Provide advice to the supervisor on improving project performance using M&E findings. • Develop and maintain research database as per project requirement. • Analyze M&E data, identify gaps in the data system, present the data to the program team and produce quality reports • Collect data on a regular basis to measure achievement against the performance indicators and as per according to MSI standard protocol • Support project progress reporting, project mid-term review and final evaluation. • Facilitate research activities to support projects • Undertake field visits to support the implementation of M&E strategies • Communicate, coordinate and arrange logistics and technical support to the enumerators for the field activities. • Provide field supervision to the enumerators. • Conduct relevant studies to assess progress over outcomes of program activities and document the findings. • Enhance MEL capacity of program through coaching and orientation to program team and stakeholders. • Support program team to improve the program as per the findings and feedbacks from various monitoring and reviews conducted at various level. • Coordinate learning activities such as reflection sessions, and learning workshops preparing user-friendly formats (dashboards, infographics, presentations).	• MEL protocols developed in a timely manner. • M&E activities are communicated and coordinated on time. • Conduct training on data collection and MIS systems. • Supervision of data collection conducted during fieldwork.

Skills and Experience

Qualifications:

Bachelor's Degree in Public Health or related discipline

Experience, Skill, Attitude and Motivation:

- At least 3 years working in Monitoring, Evaluation and Learning field required, ideally within the Reproductive Health sector
- Experience working for I/NGO's in health-related fields required
- Demonstrated capabilities of producing results when working with individuals with varying levels of expertise

- Experience in coordinating and conducting training, field work and its required logistics arrangements.
- Have a good understanding of and exposure to statistical software e.g. SPSS and are proficient in Microsoft office program.
- Excellent communication, computer, time management and interpersonal skills
- Proven ability to interpret verbal, written and numerical data
- Fluent English and Nepali language