

## Job Description

**Position Title: Regional Monitoring and Knowledge Manager (RMKM)**

**Location: Kathmandu, Nepal**

### I. Job Summary

Enhancing Mobile Populations' Access to HIV& AIDS Services, Information and, Support (EMPHASIS) in South Asia is a regional project implemented by CARE in Nepal, Bangladesh and India. The aim of the programme is to reduce the incidence of HIV&AIDS in mobile populations through interventions at source, transit, and destination as well as to influence policies for safe mobility through evidence generated across three countries. The 5-year programme is funded by the Big Lottery Fund (BIG).

The programme is jointly implemented in three CARE Country Offices (COs) in India, Nepal and Bangladesh. The regional secretariat (RS) is leading, overseeing and coordinating the project. RMKM is based in the Regional Secretariat in Kathmandu, Nepal and part of a team composed of 6 members.

This project is envisioned as a "learning and evidence based initiative" in which information and knowledge is generated at various levels: in studies (baseline and endline studies) and research action, in monitoring data, in learning sites, etc. The Overseas Development Institute, UK (ODI) is the technical partner agency for the research component of this programme and several national or regional research organisations will be contracted to conduct some of the research activities as part of the project.

The RMKM is heading the "monitoring and knowledge unit" of the project. This unit is composed of two persons - RMKM and the Regional Research Manager - and operationalises the various activities with the Country teams' Monitoring and Evaluation Managers and EMPHASIS research working group. The main responsibilities of the RMKM are to ensure: a/ the development, implementation and monitoring of the knowledge and information system in the project, b/ the fine tuning of the monitoring system and the reporting to the donor. This includes: the coordination and oversight of the various studies and research-action work (design, implementation, analysis, reporting), the elaboration of strong dissemination plans and of internal learning processes, the development of articles for conferences or journals. He/she nurtures the working relationship with ODI and develops and monitors ODI's workplan throughout the project lifetime. The RMKM supervises the Regional Research Manager and provides guidance and support to EMPHASIS research working group.

The RMKM will work closely with country and regional teams to ensure coordination and that learning from the field or from academic sources is appropriately integrated into the project strategies.

## II. Responsibilities and Tasks

<b>Job Responsibility #1</b>	<b>40%</b>
<b>Lead the development and the strengthening of the Knowledge Sharing and Information Management System</b>	

The development of a sound learning system is crucial to achieve the aim of developing and demonstrating effective implementation models under this project. The RMKM will ensure that evidences are generated under EMPHASIS project to foster evidence based decision making. The RMKM will review the existing processes and will design an adequate system responding to the main demands of the project and the organization. S/he will ensure that: the learning sites are developed in each country and at the regional level, that cross border visits curricula are developed, that dissemination plans are strengthened through various tools (e-dissemination, website, conference and publications). S/he will take the lead in organizing and managing annual review and learning workshops and support the Senior Project Director in facilitating reflection and learning at these workshops.

<b>Job Responsibility # 2</b>	<b>10%</b>
<b>Lead review and fine-tuning of monitoring system of the project</b>	

The RMKM will provide leadership and conceptual clarity in fine tuning a clear monitoring and evaluation plan for the project in line with the objectives and outcomes. S/he will ensure that systems and processes are in place to ensure adequate monitoring of programme interventions, including the advocacy component and the learning sites. S/he will ensure that good practices are used in the development of tools for design, research, monitoring and evaluation. S/he will also ensure that Team Leaders and M&E managers, commit to an M&E framework for each country which in turn aligns with the overall regional framework.

<b>Job Responsibility # 3</b>	<b>30%</b>
<b>Manage / coordinate implementation of research and evaluation plans</b>	

EMPHASIS has been designed as a “learning and evidence based initiative”. Therefore different studies are planned throughout the lifetime of the project, either through external agencies or internally through EMPHASIS research working group. The RMKM will provide guidance to the regional research manager and the research working group, will ensure high quality of study design, will oversee the implementation of the studies. S/he will ensure that current good practices are used in the development of tools for design, research, monitoring and evaluation. S/he will develop work plans with partner institutions and will be responsible for monitoring progress along the workplans. S/he will be responsible for management of contracts with agencies that undertake mid term and end term surveys, including drawing up terms of references for standalone activities, providing strategic inputs to survey methods and tools and overseeing the results and report writing. An adequate balance of qualitative and quantitative methods and tools will be used to ensure quality results with due regard to process and outcomes.

**Job Responsibility # 4****20%****Ensures the implementation of the monitoring system and the reporting to the donor**

The RMKM will be responsible for managing implementation of monitoring systems at national and regional levels. S/he will be responsible for coordinating and synergising M&E strategies and reporting formats at country level with country. S/he will ensure close collaboration between regional and country teams specifically M&E counterparts at country offices to deliver high standard of implementation of monitoring systems. The RMKM will be required to travel to project sites in all countries to supervise and troubleshoot in the implementation of monitoring activities.

The RMEM will be responsible for compiling and analysing M&E reports for quarterly and annual submissions to CIUK and donors. S/he will be responsible to ensure timely and good quality M&E reports are submitted by country and regional teams and will collate and analyse them for consolidated reporting. The RMEM will provide mentoring to M&E staff at country levels to ensure high quality reporting. S/he will work closely with the Project Director in ensuring that reporting meet donor expectations.

**III. Problem Solving**

This post requires the ability to problem solve on a number of levels. A high level of analytical capacity, risk taking, and innovative thinking is required as well as diplomatic skills and sound understanding of working in non-hierarchical and cross-border model.

**IV. Qualifications****Education/ Training****Required**

- Master degree / PhD in development field or social sciences, statistics

**Desired**

- Training in social science research methodology/monitoring and evaluation of social projects

**Experience****Required**

- Minimum 10 years of experience of which 5 years in monitoring and evaluating large scale national/ regional projects
- Experience of designing and implementing studies
- Experience of facilitating organisational learning
- Previous experience of working with non-governmental and/or multi-lateral organisations in a similar capacity.
- Experience of working in the South Asia region.

Desired

- Significant experience in monitoring and evaluation of projects on HIV/public health issues.
- Experience in monitoring and evaluation of regional projects.

Technical Skills

Required

- Full written and spoken fluency in English
- Fluency in at least one of the regional languages (Hindi, Nepali, Bangla)
- Demonstrated skills designing and implementing M&E systems
- Excellent skills in analysis and report writing
- Skills in facilitation of learning

Desired

- Demonstrated skills in leading M&E of multi-country projects.

Competencies

- Knowledge building
- Building partnerships
- Innovation
- Political acumen

Freedom to Act

- PRIME
- CONTRIBUTORY
- ANCILIATORY

General Accountability

The RMKM will report to the Senior Project Director.

Financial Accountability

None

Contacts and Key Relationships

	Position Title	Relationship Purpose
Internal	Regional Advocacy Manager	For coordination
	Regional Research Manager	Direct supervision
	In country M&E staff	For coordination
External	Contracted agencies for monitoring and evaluation tasks	To ensure high standards in implementation of all monitoring surveys, reviews and evaluations

V. Living Conditions

Location

This position will be based in Kathmandu, Nepal

Expected percentage of time traveling 40%

Special Conditions - None