



<b>Functional Title:</b>	<b>Monitoring &amp; Evaluation Officer</b>
<b>Responsibility level/Grade:</b>	<b>Officer / E</b>
<b>Department/Project/PN:</b>	<b>SAFE Justice</b>
<b>Work station:</b>	<b>Gorkha</b>
<b>Incumbent's Name:</b>	
<b>Principal Evaluator/Title:</b>	<b>Team Leader</b>

**JOB SUMMARY**

The M&E Officer will be responsible for providing support to programmatic learning in order to enhance the quality and impact of the project through monitoring, evaluation, outcome mapping and impact assessment. The incumbent is also responsible for the development and implementation of systems and processes for partners. S/he will support in the monitoring and evaluation efforts by contributing towards an appropriate monitoring and evaluation (M&E) system, adapt and implement data collection and analysis tools, mechanisms and systems based on a coherent monitoring framework.

The employee shall fully comply with HR, admin and finance policy and procedures including the safety and security procedure of CARE and should be accountable for it.

**R1. Monitoring and Evaluation Plan**

- Assist project team and implementing partners on planning of monitoring and evaluation plan to measure program efficiency and effectiveness
- Lead in the adoption of outcome mapping tool for the project
- Guide partners to develop and implement annual and periodic work plan, and monitoring plan in line with project documents.
- Update on monitoring indicators with the participation of local implementing partners at different level and facilitate the project evaluation.
- Provide technical assistance to strengthen results-based documentation, monitoring, supervision and feed-back system of the project against the M&E plan.

**R2 Data Collection and Reporting**

- Collect and compile data from all project activities including qualitative data through case studies, and human interest stories
- Compile and prepare PIIRS (Project Information and Impact Reporting System) and other reports
- Prepare quality reports by analyzing the data and information accomplished by application of relevant statistical software and tools and recommends appropriate correction measures to address the gaps and discrepancies in programming.

**R3 Upholding CARE's Core values and ensuring its principles**

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity, equality & social inclusion in programming and behaviors



- Comply and exercise organizational values and culture
- Help to promote rights and good governance
- Responsible for gender responsive behavior in all actions and decisions

**Authority:** NA

**Data Protection**

The post holder hereby agrees not to disclose any confidential or sensitive information to a third party or outside organization except where required to do so by law.

***Working conditions:***

Based in Gorkha with extensive field travel

***Person specification requirements:***

**Qualifications:**

Bachelor's degree in management, social research, development studies or a related field.

**Experience:**

3 years relevant experience in developing/using database and conducting assessment/research is desirable. Experience of working with adolescents, GBV issues and behavior change of people through facilitating community dialogue is an added advantage.

**Skills and knowledge:**

1. Strong understanding and experience on project design, M&E methods, processes and tools including result based monitoring
2. Good training and facilitation skill and relevant experience in advocacy, lobbying and networking.
3. Strong interpersonal communication and documentation skill
4. Strong understanding of partnership strategies and linkages development
5. Expert in MS Excel, and MS Access preferred.
6. Excellent interpersonal and communications skills in both local language and English.
7. Knowledge and experience to use statistical tools and software packages
8. Experience of working with partners and networks including familiarity with tools used for social norms change
9. Experience with capacity building of staff, convening and facilitating trainings and workshops at national, sub national and district level
10. Experience of working with adolescents, GBV issues and behavior change of people.
11. Experience of facilitating community dialogue.
12. Preferably experience working with International NGOs in similar profile



Incumbent's Signature: .....

Date: .....

Supervisor's Signature: .....

Date: .....