



Monitoring, Evaluation and Learning (MEL) Team Lead (Based in Kathmandu, Nepal)

CARE Nepal is currently seeking qualified candidates for the position of **Monitoring, Evaluation and Learning (MEL) Team Lead** for the anticipated five-year USAID Nepal Equity and Inclusion in Education project. The project will support the Government of Nepal in reducing the number of children who are out of school and improving learning outcomes for marginalized students. It will provide targeted support to municipalities to implement evidence based interventions that are driven by the local context in agreed upon provinces (Province 2, Sudurpaschim, and/or Karnali). Areas of focus include: decreasing financial barriers to education, increasing use of targeted non-formal education, increasing enrollment in early childhood education, increasing relevance of education; improving equitable teaching practices, and supporting schools to implement prioritized minimum enabling conditions. **This position is subject to project award, funding, and USAID approval.**

Position Description:

The Monitoring, Evaluation and Learning (MEL) Team Lead will oversee all monitoring, evaluation, learning, and quality assurance/continuous quality improvement activities/components of the project. The incumbent will lead the design and implementation of the project MEL framework, systems and processes in line with CARE's system and donor requirement and support to generate learnings to enhance quality and impact of the project. S/he will coordinate the development of the project MEL plan which includes appropriate indicators, baseline data, results and a plan to monitor and evaluate performance, produce timely, accurate and complete reporting and support the collaboration, learning and adapting in the project, and ensure its timely implementation with effective deliverables. S/he will manage project MEL team and guide MEL and program team in M&E related process, and support in their capacity building.

Key responsibilities:

- Lead the process of developing M&E systems, tools and procedures, and avail and promote the use of information to guide performance management through well analyzed, rapid and timely feedback.
- Lead the design and implementation of the program monitoring and evaluation framework and information system to track delivery against outputs, outcomes and impacts.
- Ensure the alignment of M&E activities with program goals and contribute to the development of annual work plans to identify project targets and ensure inclusion of M&E activities.
- Technically support the project to undertake periodic monitoring and evaluations such as baselines, mid-term reviews and end-line evaluations
- Develop and implement systems for detecting, communicating and sharing evidence about the impacts and outcomes of the project, and promote knowledge generating and sharing practice.
- Establish and maintain procedures and mechanisms for identifying best practices and evidence of impacts; and ensure these are consistently applied across the organization and also at partners' level.

- Ensure timely and accurate submission of project activities to donor, including progress against targets set in the award agreement and annual work plan, quarterly, and annual reports. Collaborate with the Chief of Party and other senior team members to compile and submit reports to the donor.
- Develop and implement tools for data collection, processing and analysis in line with CARE and donor requirement, and lead the analysis of data for assessing progress and areas of improvement and generating learning.
- Guide and supervise MEL team, and ensure MEL and program team, and partner staffs have required capacities, skills, knowledge and understanding of M&E system and procedures.

Minimum Requirements:

- Master's Degree or Equivalent in a relevant field (e.g., demography, statistics, economics, etc.) with a minimum of 8 years of M&E experience or a Bachelor's degree with a minimum of 10 years' M&E experience.
- Experience with research, monitoring and evaluation of USAID-funded programs demonstrating progressively increasing level of responsibility. M&E experience on education programs is an advantage.
- Experience leading the M&E function of a project is required; this experience should include full-cycle M&E experience (from project inception through close out).
- Experience in social norms measurement. Proven experience developing indicators to measure success in program.
- Knowledge of statistical software (such as SPSS, STATA, and SAS), and advanced skills with MS Word, Excel, PowerPoint, and Access (or similar tools).
- Experience in implementation and design of quantitative and qualitative implementation research.
- Qualitative and quantitative analytic skills coupled with proven ability in using visuals like graphs, charts, maps, and GIS.
- Demonstrated experience in successfully guiding and monitoring the use of data, analysis, evaluation and/or research findings to program actions.
- Demonstrated ability to guide quality assurance/continuous quality improvement in development.
- Excellent ability to articulate oral and written technical information clearly and effectively to both technical and non-technical audiences.
- Must have demonstrated leadership qualities, depth and breadth of management expertise and experience; previous experience supervising and mentoring staff.
- Demonstrated commitment to principles of Gender Equity and Diversity, as evidenced in previous positions / programming. Demonstrated commitment to PSHEA (Prevention of Sexual Harassment, Exploitation and Abuse).
- Required oral and written fluency in English.
- Ability to travel to project sites in Nepal as required.