



Functional Title : **Director for Data Collection, Analytics and Use**

Responsibility Level / Grade : **Director**

Department/Project/PN : **USAID Adolescent Reproductive Health (ARH) Project**

Work station : **Kathmandu**

Incumbent's Name :

Supervisor/Principal Evaluator : **Chief of Party (COP)**

JOB SUMMARY

USAID Adolescent Reproductive Health (ARH), is an adolescent co-led initiative to empower girls and boys, 10-19 years and including the most marginalized, to attain their adolescent reproductive health (ARH) rights. The goal of the program is to support adolescents to reach their full potential by; ensuring they receive correct and appropriate reproductive health (RH) information and guidance to decision-making skills, creating an environment conducive to making healthy reproductive health decisions and facilitating translation of these decisions into healthy behaviors

Position Description:

Director for Data Collection, Analytics and Use will oversee monitoring, evaluation, learning and program quality improvement activities/components of the program consortium led by CARE. The incumbent will lead design and implementation of the project MEL framework, systems, research activities and processes in line with CARE's system and USAID requirements. S/he will lead the development of the project MEL plan including appropriate gender sensitive-indicators, data collection and milestones to monitor and evaluate performance, produce timely, accurate and complete reporting. S/he will ensure the collection of appropriate data from a variety of sources to understand effective approaches and Activity performance on an on-going basis. This position will lead the Activity in the effective analysis and use of data to adjust programmatic approaches at the national and individual municipal levels on a continuous basis. This position, will lead the Activity in the continuous implementation of adaptive management, ensuring a feedback loop and direct connection between data and continuous program and strategic adjustments and improvements. S/he will manage and mentor project MEL team, research/survey partners and guide and build capacity in MEL and program team in the related process.

Primary responsibilities:

- Provide technical leadership and oversight for 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 MEL framework and information system to track delivery against outputs, outcomes and impacts.
- Ensure the alignment of MEL activities with program goals and contribute to the development of annual work plans to identify project targets and ensure inclusion of M&E activities.
- Provide technical oversight to project to undertake periodic monitoring and evaluations such as baseline, mid-term reviews and end-line evaluations along with operational research and other research in coordination with MoHP and other relevant authorities.



- Provide up-to-date, evidence based information to management for strategic planning and decisions for enhanced project performance.
- Develop and implement tools for data collection, processing and analysis in line with CARE and USAID requirement, and lead the analysis of data for assessing progress and areas of improvement and generating learning.
- Implement adaptive analytics including best practices in artificial intelligence and information technology.
- Develop and implement adaptive feedback and management systems for detecting, communicating and sharing evidence about the impacts and outcomes of the project, and promote knowledge generating and sharing learning platforms.
- Establish and maintain procedures and mechanisms for identifying best practices, generate learning and evidence of impacts; and ensure these are consistently applied across the organization and also at partners' level.
- Exchange of MEL data, information and evidence with Government counterparts, civil society organizations, media, academic institutions to promote learning and support in advocacy efforts.
- 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.
- Guide, supervise, and build capacity of MEL team in M&E system and procedures.
- Serve as program focal point with External Impact Evaluation team.

Required qualifications:

- At least eight years of experience in monitoring, evaluation, study design/management, or statistical analysis in the development field, with increasing levels of responsibility. Experience with survey design, or the design and testing of data collection instruments preferred.
- A postgraduate degree in statistics, study design/implementation, research methods, M&E, development studies, public health or a related field. Ph D preferred.
- An exceptional grasp of data analytics/statistical analysis; the demonstrated ability to independently conduct analysis of large datasets, including quantitative and qualitative data sets. Experience with and command of one or more data/statistical analysis programs/software. Ability to conduct data collection, analysis, and reporting of publishable quality.
- Ability to independently develop monitoring and reporting systems that include appropriate indicators, baseline data, targets; and a plan to evaluate performance and produce timely, accurate and complete reporting. Ability to identify and summarize key, relevant data and other information; ability to prepare detailed, accurate, relevant, reader-friendly reports.
- Experience of implementing adaptive management. The ability to work collaboratively with program staff and leadership to ensure a feedback loop and direct connection between data and continuous program and strategic adjustments and improvements.
- Ability to translate data and research findings into appropriate programmatic interventions.
- Good track record of leading, supporting and coaching field teams and counterparts.
- Demonstrated commitment to principles of Gender Equity and Diversity and PSHEA (Prevention of Sexual Harassment, Exploitation and Abuse).
- Required oral and written fluency in English. Fluency in Nepali preferred.
- Excellent written and spoken English language skills.



- Ability to speak Nepali preferred

Authority:

Spending Authority: NA

Supervision: Direct supervision of MEL team

Working conditions:

Based in Kathmandu with estimated 30% travel to project implementing districts.

Approved by: _____

Date: _____

Agreed by: _____

Date: _____