



Terms of Reference

Manager - MEAL

Position: Manager – MEAL (Monitoring, Evaluation, Accountability & Learning)

Location: GNI Head Office, Lalitpur

Application Deadline: February 24, 2021

Starting Date: April 1, 2021

Reports To: Director – Program Development and Quality

Duration of Contract: Fixed Term – One year

Gross Salary: 1,776,238/annum (commensurate upon qualification and experience)

Background

Good Neighbors International (GNI) is an international non-profit humanitarian organization established in 1991 in South Korea and has been working in 40 countries around the world. In Nepal, GNI Nepal has been working since 2002 with the objective of improving lives of poor people, especially children through education, income generating activities, health services, child protection, disaster risk reduction, advocacy and network building. Currently, GNI Nepal has been operating in 19 districts in Nepal.

The MEAL Manager will work under direct supervision of Program Development and Quality Director and close coordination with other divisions, department, district/project offices and partner organizations.

Job Description

The MEAL Manager will provide technical leadership for designing, planning and implementation of MEAL related activities in projects including ensuring high-quality, timely and verifiable data collection, analysis and interpretation of key results and learning agenda of projects.

Key Responsibilities:

1. Design MEAL System

- Facilitate to design, develop and update result based MEAL system, guidelines, manuals, and reference related to MEAL
- Facilitate to develop M&E framework and Plan of projects
- Develop and design data collection system, tools and techniques
- Prepare annual action plan of MEAL department incorporating the targets of MEAL department

2. Implementation of MEAL System

- Provide technical guidance to Program Departments, District/Project Offices and Implementing Partners on implementing MEAL framework/plan
- Liaise with District/Project Offices and partners to collect, analyze data and to determine progress achieved.
- Undertake field visit to monitor project implementation, identify bottlenecks and provide feedback for improvement.
- Support to conduct internal/external assessment (baseline, mid-term and final evaluation) and ensure quality methodology and analysis as well as timely delivery.
- Support to ensure the quality delivery of assessment reports (baseline, assessment, evaluation, etc.) conducted by internally or externally

3. Monitoring

- Conduct monitoring missions in projects and share the monitoring findings to concerned departments and partners
- Facilitate to organize monitoring events of districts/projects and partner organization
- Organize periodic review meetings of projects

4. Capacity Development

- Support GNI Nepal and partners' staffs in developing and executing M&E systems and processes, and provide M&E-specific capacity-building and mentoring as needed;
- Conduct capacity development programs of MEAL related topic (trainings, workshops and seminars etc.) both virtually and face to face

5. Research, Survey and Assessment

- Oversee the designing and implementing internal/external assessment and survey in projects
- Design and develop assessment/survey ToR, and facilitate to conduct assessment and survey as per requirement
- Ensure the quality of assessment/survey procedures and high-quality and timely preparation & submission of reports

6. Information and Knowledge Management

- Ensure the high-quality and timely submission of progress data/report from projects, district and partners
- Facilitate to manage and safeguard of data management and its reporting
- Develop, operate and maintain knowledge management information system that can demonstrate projects' progress and impacts
- Identify best practices for documentation of success stories, technical report, internal/external report prior to release to donor and stakeholders

7. Accountability

- Ensure accountability in projects through assuring of proper implication of GNI Nepal's policies, guideline and manuals.
- Ensure to maintain visibility of GNI Nepal
- Facilitate to conduct review meetings internally and externally
- Design and implement accountability mechanism in projects

8. General Functions

- Promote GNI Value, branding, corporate identity
- Work as a representative of GNI Nepal MEAL Department
- Ensure proper documentation of administrative, financial and human resource related task in compliance with GNI policy, guideline and manuals.
- Maintain healthy coordination and communication among GNI members, staffs, partners, and stakeholders
- Work closely with other divisions and departments of GNI-HO

Job Specification

- Master's degree in social science (sociology, anthropology, development studies or other related field) with at least 5 years of experience in humanitarian and/or development organization in designing, implementing and overseeing Monitoring and Evaluation (M&E) related tasks.
- Expertise on result based management, research techniques, different approaches of data collection, analysis and reporting
- Experience on designing and conducting research or survey related to development issues
- Good interpersonal, communications and facilitation skills
- Working knowledge of English language along with writing and communication skills

NOTES:

- Locals, especially women and members of ethnic or marginalized communities are encouraged to apply for this position
- Applications received after the closing date will not be considered and only shortlisted candidates will be notified for the interview
- Canvassing at any stage of the recruitment process shall lead to automatic disqualification of the candidate.