

TITLE: Monitoring & Evaluation Lead	
TEAM/PROGRAMME: PDQ	LOCATION: Nepal Country Office
GRADE:	CONTRACT LENGTH:
<p>CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p>ROLE PURPOSE:</p> <p>Save the Children is seeking a Monitoring & Evaluation (M&E) Lead for an anticipated 5-year BHA/Nepal ER4 Activity. This activity aims to build the capacity of the local government to lead the response and establish linkage with the provincial and federal government for surge capacity. It also seeks to build the capacity of Nepal's most vulnerable, disaster-prone communities to mitigate, withstand, and recover from disasters, ultimately reducing their own disaster risk, thrive and become more resilient.</p> <p>The M&E Lead is responsible for developing and implementing an M&E system and plan, including a database to store and aggregate collected data. The M&E Lead will provide technical expertise and leadership to generate and analyze quality evidence and data through monitoring, assessments, and evaluations.</p> <p>This position is contingent upon donor approval and funding.</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <ul style="list-style-type: none"> • Provide leadership, training, and mentoring to develop and implement M&E activities to assess and improve program impact and develop systems for capturing and documenting data and relevant information on project activities, beneficiaries, outputs, outcomes, and impact. • Provide technical oversight and coordination of all project monitoring and evaluation activities, including data collection and analysis tools and a database, and effectively roll out MEAL collection and reporting systems to all staff and partners through training, site visits, manuals, and other technical support as needed. • Ensure programming alignment to targets and indicators contained in project proposal and use Collaborating, Learning, and Adapting (CLA) methodologies and data for decision making to improve program effectiveness. • Support all project reviews and evaluation activities, including coordinating baseline, mid-term and final evaluations as necessary, and supporting donor and external reviews. • Provide on-going support to maintain MEL systems; identify skill gaps and build capacity among project team members, partners and stakeholders. • Prepare high quality, accurate and timely reports for Save the Children, project partners, and the donor. • Ensure compliance with USAID/BHA and Save the Children guidelines for M&E deliverables (accountability, quality benchmark, IPTT in PRIME, etc.). • Support local partners to develop their M&E skills and familiarity with BHA M&E framework. 	
<p>BEHAVIOURS (Values in Practice)</p> <p>Accountability:</p> <ul style="list-style-type: none"> • holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values • holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development 	

to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS:

- Master’s degree in statistics or economics; or a degree in a relevant field with substantial course work in quantitative methods.

EXPERIENCE AND SKILLS

ESSENTIAL:

- Minimum 7 years of relevant experience in relevant field.
- Extensive experience in designing and implementing monitoring and evaluation systems as they are practiced in the context of humanitarian response, longer-term early recovery and DRR programs of similar size and complexity.
- Demonstrated experience in building or strengthening monitoring systems, quantitative and qualitative analysis, survey and sample design, and effectively promoting evidence-based program management with a strong understanding of the risk profile across systematically marginalized and vulnerable groups.
- Minimum of five years of professional experience in designing and implementing M&E systems in the context of humanitarian response or DRR programs is required.
- Experience with USAID/BHA approaches and regulations an asset.
- Demonstrated experience of supporting to build Local NGO capacity.
- Excellent interpersonal skills and demonstrated ability to lead and work effectively in team situations.
- Creative problem-solving skills with the ability to work effectively in resource-constrained environments is important.
- Excellent oral and written communication skills in English. Fluency in Nepali.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Safeguarding obligation:

The position holder is responsible to ensure that their conduct is in line with the SCI’s Code of Conduct and key safeguarding policies and ensure that we keep children and adult, at risk, and communities safe from abuse, exploitation, harassment, and risk of harm in and through our work. The position holder must raise any concerns they may have about potential breach of Code of

Conduct or key safeguarding policies; or the way we operate as an organization through appropriate safeguarding channels.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI Code of Conduct and SCI anti-harassment policy

JD written by: Lodovica Tranchini

Date: 25/10/2024

JD agreed by:

Date:

Updated By:

Date:

Evaluated:

Date: