

Terms of References

Position Title	Monitoring & Evaluation (M&E) Officer
Department / Project(s)	IMNCI
Workplace	Kathmandu
Reports to / Level	Project Coordinator
Supervises	NA
Job Summary	Implement a quality and effective logistics service to the projects and deal with finances. Manage M&E works of the project; works closely with the Project Coordinator and District teams to identify capacity building needs, adapt tools for data collection; organize and supports trainings and workshops related to M&E; and support district teams in preparing reports.
Required Competencies	
Knowledge	<ul style="list-style-type: none"> ▪ Bachelor's in Public Health/Nursing or related field ▪ Minimum 2 years of working experience in public health projects/programs ▪ Working experience from I/NGOs and multi donor agencies preferred
Skills	<ul style="list-style-type: none"> ▪ Proficient in speaking/writing English language ▪ Good communication skill ▪ Skilled in data tracking software package
Attitudes	<ul style="list-style-type: none"> ▪ Honest and Loyal ▪ Commitment to learning and assisting others to learn ▪ Able to work independently and as part of a team ▪ Punctual ▪ Analytical and strategic ▪ Results and action orientated
Responsibilities:	
Coordination	<ul style="list-style-type: none"> • Collect necessary data and undertaking analysis of the data collected, evaluate the project implementation in term of achievement and compliance with the project objectives. • Work in conjunction with the Project Coordinator in the identification of specifically targeted beneficiaries for different intervention based on set criteria. • Work closely with Program teams to assess field conditions, support capacity building initiatives, and facilitate the collection of quality data under the supervision of the M&E Coordinator. • Analyze the collected data and create a final report. • Input all collected data into a database. • Record of hours and work done on to timesheets every month for the salary payment.
Recording Reporting	<ul style="list-style-type: none"> • Ensure timely reporting as per standard form/formats in coordination with M & E unit • Develop periodic update reports as and when required by the supervisor • Authorize staff movement and report staff movement to the Project Manager
Others	<ul style="list-style-type: none"> • Conduct any other related duties assigned by supervisor, Project Coordinator or designated representative.