

Terms of Reference (ToR)
MEAL Manager for FP/RH Program
(Anticipated)

ADRA Nepal is seeking a MEAL Manager to provide strong strategic direction and streamline MEAL for a FP program in collaboration with project team across the consortium members and local implementing partners. The MEAL Manager will ensure development of appropriate MEAL Framework and that staff across the implementation spectrum are adequately supported to express quality and accountability in the project. The MEAL Manager will bring significant operational and managerial experience to strengthen and improve the FP/RH- MEAL system. S/he will provide technical advice and direction to the project team through a robust MEAL mechanism.

Responsibilities:

- Establish and continue to strengthen a robust FP MEAL system to ensure quality, effectiveness and appropriateness of the project.
- Ensure that the program has evidence-based knowledge to inform the direction of the program from assessment and regular program monitoring documents.
- Ensure adequate monitoring of Project Partners for their effectiveness and appropriateness and that lessons are documented and communicated to inform on-going implementation and future programming.
- Ensures that the project delivers on all internal and external MEAL requirements in a timely manner and with high quality information.
- Ensures project is guided by a strong logical framework (log-frame) and Theory of Change (ToC) and appropriate approaches to MEAL are applied.
- Set up and operate a dynamic beneficiary data management system, supporting documentation, and learning and strategic evaluation exercises that translate into evidence to inform management and strategic decision making in the project.
- Adheres to and focuses on ADRA's Key Performance Indicators (KPIs), creates opportunities for regular, timely and meaningful feedback from FP team, partners and project beneficiaries.
- Ensure closure of issues, analyze and flag signal areas where management and strategic attention is required.
- Actively engages and collaborates with the assigned MEAL Technical Team of the consortium members and partners and develops strong working relationships with them to advance MEAL for the project.
- Support and/or Represent the project with partners and key stakeholders when required, including technical meetings and workshops, maintain positive relationships with donors, local federal ministries, and the country office team.
- Support project team to enhance project quality improvement initiatives.
- Communicate top level learning/ analysis reports and monitoring data to ensure that management is able to make informed decisions on a timely basis
- Incorporate ADRA Nepal's vision and values and full adherence to Code of Conduct principles.
- Create and sustain a work environment of mutual respect where the project team strives to achieve excellence.

Required Qualifications and Experience

- Master's degree in Social/health science with health statistics or relevant subject
- Minimum 5-7 years of professional experience in MEAL framework, result tracking and project performance data analysis and evaluation following the MEAL Policies and Procedures.
- Previous experience of MEAL team leadership and management.
- Experience in data management and accountability.
- Experience in designing, overseeing and managing assessments and evaluations.
- Demonstrates strong monitoring and evaluation skills, including planning/leading in evaluations.
- Proven capacity to supervise, train and coach staff.
- Ability to facilitate/conduct large technical trainings for staff.
- Experience of representation and ability to represent ADRA effectively in external forums.
- Proven capacity to formulate clear and effective proposals, assessment and project reports.
- Very good knowledge and experience in design, set up and use of data and information management systems and tools
- Excellent communication and influencing skills with ability to translate and present complex information in a simple and compelling manner.
- A professional level of written and spoken English.
- Team player and relationship builder.
- Has strong quality on qualitative data collection, assessment and evaluations scheduling and coordination, data analysis available to inform project.