MONITORING, EVALUATION, LEARNING MANAGER

JOB DESCRIPTION:

Working under the supervision of the Chief of Party (COP), the MEL Manager will provide technical leadership, oversight, and strategic direction for monitoring and evaluation (M&E) activities for an upcoming USAID-funded project in Nepal. S/he will oversee the monitoring, evaluation and learning components of this award. The project will seek to increase adolescents’ knowledge and adoption of healthy reproductive health behaviors. The MEL Manager will provide technical leadership to develop the project framework, plans and indicators to capture performance results and provide effective, accurate and timely monitoring, evaluation and reporting of all project activities. The ideal candidate will have experience implementing systems for adaptive management and learning. The MEL Manager will supervise and manage the M&E team to design and implement project MEL activities, ensuring that lessons learned are integrated into project implementation to continuously improve quality of interventions and outcomes. The MEL Manager is responsible for documenting and disseminating project successes and challenges to USAID. The MEL Manager will liaise with consortium partners and the Ministry of Health to implement M&E activities. This position is contingent upon donor approval and funding.

RESPONSIBILITIES:

- Lead the team to develop and implement the project Performance Monitoring Plan (PMP) in coordination with the Chief of Party, the local M&E team, local stakeholders, to capture project performance and results, including routine service delivery data reporting, baseline and end-line assessments, and all monitoring for process and outcome evaluations.
- Develop and oversee data flow pattern for the project that will ensure timely data collection and reporting.
- Ensure high-quality M&E implementation activities, which are consistent with the Nepali national M&E guidelines, protocols, information and reporting systems.
- Support the integration of community-level data into the larger health information system.
- Use evidence from multiple sources to contribute towards strategic decision-making and project planning.
- Support strategic collaboration activities with key stakeholders to learn from evidence generated by the project and adapt interventions as appropriate.
- Lead development of innovative ways of improving data collection and data entry at all levels (e.g. application of mobile phone technology).
• Supervise routine data collection, including collaborating with the Nepali Ministry of Health and Population to strengthen the HMIS system and use of data at the facility and district levels.
• Develop, implement, and maintain a quality database(s) of project indicators and activities for adolescent reproductive health, family planning, and other health areas to be specified by USAID.
• Ensure the quality of data through data verification procedures including routine data quality audits.
• Ensure data quality audits are routinely carried out during the project life cycle, and in close collaboration with the MOH.
• Improve the capacity of the MOH to analyze and use HMIS and other data for improved decision making.
• Oversee and/or conduct targeted evaluations and operations research, including design, data collection, management, and analysis in-line with international standards and ADRA’s Standard Operating Procedures.
• Promote and support the dissemination of lessons learned and success stories among the project team, the Nepali development community, and international stakeholders.
• Supervise and develop capacity of a team of M&E professionals.
• Develop strategy, prepare workplans and budgets, and provide relevant data to enable production of all quarterly, semi-annual, and annual reports.

REQUIREMENTS:

• Advanced postgraduate degree in public health, demography, epidemiology, biostatistics, social science, or any related field. PhD candidates preferred.
• Minimum seven years of work experience in monitoring and evaluating large, multi-year international health sector development projects, with strong preference for candidates with deep understanding of adolescent sexual and reproductive health/family planning
• Familiarity with Nepali health management information system, other national M&E systems,
• Excellent analytical skills coupled with proven ability in using visuals like graphs, charges, maps, and GIS
• Demonstrated ability to use HMIS (DHIS2 or DATIM) for reporting or analysis
• Demonstrated experience working with USAID large-scale programs, including knowledge of USAID’s reporting requirements on reproductive health /family planning
• Proven expertise in quantitative and qualitative methodologies, operations research, health management information systems, reporting, data quality assessments, quantitative and qualitative data analysis and presentation.
• Strong technical skills, including ability to process and analyze data using one or more statistical software packages, including at least one of the following: SPSS, Stata, or SAS.
• Excellent diplomacy skills and a proven ability to establish and maintain interpersonal and professional relationships with USAID, host-country counterparts, and representatives from other key stakeholders such as NGOs, CSOs, and the private sector.
• Demonstrated outstanding leadership, strategic thinking, and organizational, team-building, and representational skills.
• Experience hiring and supervising personnel and ensuring they acquire the necessary training and skills to meet evolving project needs.
• Demonstrated experience with PMP development and implementation

ESSENTIAL SOFT SKILLS:

• Ability to coach, mentor and develop technical capacity of technical staff.
• Excellent skills in facilitation, team building, and coordination
• Excellent communication and writing skills, as well as negotiation and management skills.
• Proven ability to multi-task, works independently, flexible, and adaptable.

PREFERRED SKILLS, ABILITIES, AND FUNCTIONS:

• Able to work and travel within Nepal