



## TERMS OF REFERENCES

<b>Position title:</b>	Monitoring, Evaluation, Accountability & Learning (MEAL) Officer
<b>Department/Project:</b>	Health reform project through improved nutrition and water sanitation status in Bardiya District
<b>Report to:</b>	Project Manager
<b>Workplace:</b>	Kathmandu
<b>Job summary:</b>	MEAL Officer will work as part of MoFA Japan-funded project to assist the Project Manager and Coordinator for effective planning, monitoring, and evaluation including reporting. This position will support the program unit to ensure the result-based monitoring, evaluation and operationalization of project. S/he will have a key assisting role in improving the quality of result tracking and reporting. MEAL Officer is expected to support PNGO to capacitate the staff members with M&E competencies and skills. S/he will directly assist the Project Coordinator and District/PNGO team for all tasks related to MEAL aspects of the project. S/he will also support to Associate Director-Health and M&E Manager for project reporting and networking. MEAL Officer is expected to spent 40% time in project district and 60% time in the KTM office.

### 1 Assignment

MEAL Officer

### 2 About ADRA

Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh-day Adventist Church. Since its inception in 1956, ADRA has been delivering relief and development assistance to individuals in more than 107 countries through its strong global network. ADRA has operated in Nepal since 1987 with its interventions in health, livelihoods, education and Disaster Risk Management (DRM). By partnering with local communities, organizations, and government, ADRA Nepal delivers relevant programs and builds local capability for sustainable change. ADRA Nepal serves people in need regardless of their ethnicity, political affiliation, gender, or religious association. ADRA Nepal has reached 60 of 77 districts through various programs since its operation.



### 3 Project Background

Health reform project through improved nutrition and water sanitation status in Bardiya District is a MoFA Japan funded project planned to be implemented in Bardiya district of Lumbini Province. The 3 year's project (2023-2026) will contribute to improve the nutritional status and WASH environment through improving administrative governance, infrastructure development and increasing awareness of local people and strengthening the capacity of government personnel. Through the multifaceted approaches, the project aims to comprehensively improve the health status of residents of target district.

### 4 Required competencies.

#### Knowledge

- Bachelor in Nursing/ Public health or a nutrition-related field (Master's degree is preferred)
- Minimum 3-5 year's work experience working in public health programs/project
- Working experience from I/NGOs and multi-donor agencies preferred
- Flexible and open to learning and new experiences

#### Skills

- Proficient in speaking/writing English language
- Good interpersonal, networking and communication skills
- Skilled in data tracking software package
- Competent in databases and other analysis software like SPSS

#### Attitude

- High level of integrity
- Self-motivated and capable of managing work independently as part of team.
- Organized and systematic approach to work
- Strong interpersonal skills, ability to work in teams and self-management skills.
- Analytical and strategic
- Results and action-oriented

### 5 Responsibilities

- Develop periodic update reports (monthly and annual) as required by the project guideline and donor agency.
- Support Project Coordinator to develop M&E framework and data tools required for routine data tracking and assessments which meets minimum reporting requirements of donors.
- Assist program team to carry out baseline, mid-term and impact assessments and develop reports.



- Collect necessary data and undertake analysis of the data to assist in the evaluation of project implementation in terms of achievement and compliance with the project objectives.
- Work to assist in the identification of specifically targeted beneficiaries for different interventions based on set criteria.
- Work closely with the Program team to assess field conditions, and capacity-building initiatives under the supervision of the Project Coordinator
- Carry out field monitoring of project interventions (40%) to assist program team and produce monitoring reports on the given format, conduct debrief sessions with relevant program staff and develop an agreed action plan.
- Produce monthly and other activity reports as prescribed by the donor agency and submit them to Project Coordinator
- Assist program team to develop Detailed Implementation Guideline for project
- Coordinate with SWC and relevant government stakeholders (MoHP, FWD, NHEICC etc.) for project related endeavours and CPAC meetings including project monitoring and evaluation
- Coordinate with SWC and line ministries and departments to facilitate the importation tasks related to project

#### **Following Instructions and Procedures**

- Conduct any other related duties assigned by the supervisor and designated representative.