

MEAL Coordinator - National Office

Location: [Asia & Pacific] [Nepal]

Town/City: Lalitpur

Category: Programme Effectiveness

Job Type: Open-ended, Full-time

Monitoring Evaluation Accountability and Learning Coordinator (National Office)

PURPOSE OF POSITION:

The purpose of this position is to support to ensure that the necessary programmes and project information are placed in the Horizon in timely and effective manner; and to support managing and utilizing the system for decision making process. Horizon is WVI's Programmes and Project Management Information System, where project activities, budget, indicators are entered, updated, maintained, reported in terms of structural or unstructured data. Moreover, this position will support the Monitoring, Accountability and Learning Manager in carrying out the routine Monitoring, Accountability and Learning (MAL) functions to ensure that the system are functional and data are of quality. Also, this position will support in Evidence and Research functions for carrying out the assessment, research and evaluations (baseline/End line).

The person will support Integrated work as for Horizon that includes managing programme information, budget information, capacity building and troubleshooting to some extent; and supporting document management system. Also, s/he will support on implementation of core MEAL functions. Under the guidance of Sr. MEAL Manager (Monitoring Evaluation Accountability and Learning), the person will work in close cooperation with Operations, Program Quality Development Department, WVIN Information Communication Technology (ICT) Team and Finance Team.

KEY RESPONSIBILITIES:

Integrated Management Information System

Support Integrated KM specialist on developing, rollout and execution of system but are not limited to:

- Ensure major documents of each department and Field Offices are in DMS system.

- Lead on Knowledge Management System (Share Point & Intranet)
- Support on Integrated Information Management System
- Support on tool development, dashboard & Testing
- Support on regular monitoring of data in Commcare, Field task and Horizon
- Support on developing the Manual and guidelines for different applications and appliances for digital data collection
- Provide technical Support and ensure that all programme and project are up to date with horizon system and process.
- Support on Annual & Semi-Annual report submission in Horizon
- Ensure the ITT data submission in horizon
- Download the data from Horizon as required by MEAL/Sr.MEAL Manager in order to analyse and share with the Programmes to assist in programmatic decision-making
- Ensure data consistency, quality and accuracy in integrated dashboard
- Support other departments and FO on Horizon and other information system related work

Monitoring Accountability and Learning

Supporting MAL manager on execution of core MEAL functions but are not limited to:

- Support in collecting most significant change stories for the selected indicators.
- Ensure the monitoring results are in proper template, format and streamlined integrated information system in close coordination with Integrated KM Specialist.
- Ensure monitoring and evaluation learning are in monitoring and evaluation recommendation system
- Prepare quarterly community feedback report and ensure community feedbacks are in accountability systems to ensure a quality of accountability
- Ensure the feedbacks are maintained in the online system
- Support in synthesizing the learnings from field level learning events, evaluations and put those learning into systems for follow ups and reflections.

- Prepare quarterly QBM report and ensure smooth function of QBM
- Support NO MEAL and FO MEAL in carrying out data quality audit
- Support FO MEAL and PNGO MEAL on core MEAL functions like outcome monitoring, data recording/reporting, system roll-out, designing tools/techniques for data collection etc.

Evidence and Research

Supporting Evidence and Research Manager on execution of assessment/studies but are not limited to:

- Support on learning through the project documents and develop ToR for assessment, baseline, mid-term review, evaluation – for third party or internal studies to ensure quality of process and tools.
- Support on timely execution of assessment, baseline, mid-term review and evaluation studies with quality of process and practice
- Support on enhancing organizational (especially field level) capacity on assessment, baseline, research and evaluation
- Manage the data and result of studies/research for institutional record and easy access
- Develop the learning briefs/evidence briefs from the assessment and studies and support in dissemination of learning workshops

EDUCATION AND EXPERIENCE REQUIRED:

- Bachelor degree in Social Science, statistics, development studies, public health and other relevant field. Master degree preferred.
- Fluent oral and written English and Nepali communication skills
- Knowledge on data analysis software (STATA, SPSS, NViVO, etc.)
- Knowledge of digital data collection system and digital data management system
- Knowledge on Log-frame and theory of change
- Knowledge on Accountability and QBM system

- Familiar with different data collection tools and techniques and study methodologies
- Two to three years of experience on MEAL with substantial years of experience on managing information management system
- Experience of supporting the assessment/research activities
- Experience on Theory of Change, Result framework, logical framework
- Experience on digital data collection system like Comcare, ODK, etc.
- Experience of working on multi-sectoral themes

Preferred Knowledge and Qualifications

- Demonstrated ability in the use of quantitative and qualitative data collection methods, including survey techniques and participatory approaches.
- Strong knowledge on basic MEAL functions and Information management system and DMS tools.

WORK ENVIRONMENT:

- 10-20% travel to field is required
- Must be able to interact with a diverse groups Able to work on a cross-cultural environment with a multi-national staff
- Full adherence to World Vision Child Protection & Adult Safeguarding, Code of Conduct and Conflict of Interest policies.

World Vision International Nepal is committed to diversity and inclusion within its workforce, and encourage candidates of diverse background, women and differently abled, to apply. Only short-listed candidates will be called for the subsequent selection procedure. WVIN reserves all rights to qualify/disqualify applications in any case.