



Karnali Integrated Rural Development And Research Centre **(KIRDARC) Nepal** **Job Description**

Job Title : Monitoring, Evaluation, Accountability and Learning (MEAL) Officer
Duty Station : Tilagupha M, Kalikot (Frequent visit of Subhakalika RM)
Reports to : Project Coordinator
Level : 5
Position to be supervised: NA
Contract Length : 1 Year (can be extended until project duration)

Program: "SAHAYATRA II" project financial support by Save the Children

Organizational background

Karnali Integrated Rural Development and Research Centre (KIRDARC Nepal) is an NGO registered at the District Administration Office, Jumla under the Society Registration Act, 1978, and is affiliated to the Social Welfare Council in Nepal. KIRDARC Nepal works in a right-based approach in the fields of human rights and peace building, education, health, water and sanitation, food security, livelihoods including infrastructure development, media and climate change etc. KIRDARC Nepal strives to enable Karnali people to claim and exercise their rights for poverty reduction and improved livelihoods through their organization, research, policy advocacy and judicious resource mobilization.

Role Purpose:

The objective of post holder is to execute MEAL system of "SAHAYATRA II project", provide technical support in program quality control, program planning, capacity building of program staffs in MEAL function and setting up accountability mechanism in the project including documentation of program/project's interventions.

Role Dimensions:

Ensure smooth functioning of MEAL system in SAHAYATRA II project, KIRDARC Nepal, conduct monthly quality monitoring (70%) in line with quality benchmark, prepare quality monitoring report, share community sharing tools and conduct output monitoring. Similarly provide necessary data to the program team to finalize project report, prepare case studies/success stories/good practices for program/project. The position holder will ensure smooth functioning of Complain Feedback Mechanism (CFM) system, update action plan tracker and Complain Feedback Mechanism (CFM), update MEAL OPMIS, and program database.

Key Responsibilities

Responsibility Area 1: Monitoring

- Support/assist program/project team in developing M&E plan and Indicator tracking table
- Technically support program/project team in developing monitoring checklist and tools.

- Lead and support to program team to conduct the QBM orientation to field staff
- Conduct quality monitoring against quality benchmark in monthly basis, prepare and share monitoring visit reports based on findings and develop action plan jointly with program team.
- Conduct follow-up monitoring visits to materialize action agreed in action plan tracker are being implemented at field level.
- Conduct quarterly output tracking (Variance analysis, source verification & Progress of outputs), prepare a brief report and share with concerned program team.
- Verify data with source, hard copy and OPMIS
- Conduct joint monitoring in coordination with program and finance team and produce its report.
- Lead to update the action plan tracker in OPMIS and provide the follow up information to program team on timely basis to close out the QBM findings.
- Keep track of total reach figure on regular basis
- Support to program team for LPAC monitoring visit and report preparation.

Responsibility Area 2: Evaluation

- Support program team/consultants/evaluation team during field visits.
- Support program/project team during baseline, mid-term evaluation, situation analysis and database reporting.
- Support in logistic arrangement for evaluation team during field visits.

Responsibility Area 3: Accountability

- Ensure that all staffs of the organization fully understand and promote accountability in general and to children through training, orientation and coaching.
- Establish an effective functional system for complaints/feedback handling and response mechanisms at organization.
- Ensure the toll-free number is maintain and functional properly and response to beneficiaries on time.
- Lead and support to conduct the accountability orientation to beneficiaries during the program implementation.
- Ensure program related information is shared with beneficiaries on timely basis and with right means
- Ensure and monitor the accountability flex are used in all activities at field level.
- Support to design the community sharing tools (pocket/ wall calendar, hoarding boards, master flex prints and radio jingles) in close coordination with PPQA unit of KIRDARC Nepal and SC's MEAL team.
- Ensure community sharing tools are used properly (MEAL's information, master flex print, radio jingles, toll free number and objectives of the activity/ project) with the beneficiaries.
- Ensure that the complaints/ feedback mechanism issues are addressed on time.
- Ensure the complaints and feedbacks have been successfully and timely updated in the OPMIS.
- Perform regular trend analysis (of various variables present in the CFM recording form) of complaints/feedbacks in organization level and share it with program team and PPQA unit of KIRDARC Nepal.
- Conduct preliminary verification and prepare preliminary report in case of serious nature of complaints filed from beneficiaries/ communities in coordination with CFM committee
- Ensure that the complaints/ feedback mechanism guideline has been followed by all staffs/members within the organization.



- Conduct complaints satisfaction survey rating (half yearly basis) and share with program team if required.

Responsibility Area 4: Learning and Documentation:

- Support/facilitate to implement learning agenda to generate learning/evidences
- Document all the learning's in learning log sheet
- Conduct debriefing session among all staff about learning in all staff meeting and develop an action plan following the learning log sheet
- Support program team to incorporate key learning's in upcoming plan and intervention (Generated through CFM and Action plan tracker)
- Share the progress of leaning in each month during all staff meeting
- Compile at least two case studies related to MEAL good practices periodically.
- Ensure project related documents are archived at safe and accessible place
- Support to prepare different communication materials as stipulated in program/project document.
- Support to keep the total reach data in provided tools and template.
- Maintain/document all the data and information related to MEAL in MEAL rack

Responsibility Area 5: Coordination and Collaboration:

- Abide by KIRDARC's policy in all aspects of coordination and collaboration
- Close coordinate and liaise with concerned funding partners and team members of project and KIRDARC and seek/provide support where and when necessary
- Respect and ensure friendly working environment with optimum diversity tolerance

Responsibility Area 6: Other

- Follow the organizational guidelines, code of conduct, staff administration policy, financial procedures and others rule and regulations.
- Other responsibilities as assigned by Supervisor and Cluster Office KIRDARC management team as well as senior management team of KIRDARC Nepal.

This job description is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in light of the organization work. The post holder will be expected to demonstrate high level of efficient and effective working skills to perform the responsibilities.