

Job Description

Position	: Monitoring, Evaluation, Accountability and Learning (MEAL) Coordinator
Location (base)	: SODCC,Parsa Field Office Bara & Rautahat
Reports to	: Project Manager, LNGB
Department or Program	: Aarambha,Leave No Girl Behind (LNGB)Project
Contract Starting date	: as soon as possible
Probation Period	: 6 months
Contract End Date	: July 31, 2021 with possible extension

Introduction

Social Organization District Coordination Committee Parsa (SODCC Parsa) is reputed and non-profitable organization which is established in 1994 and registered district administration office Parsa under the government rules and also affiliated in social welfare council. Now it has been working for the children and women in province 2 to improve the status of children and women specially focus on the area of education, health, sanitation, child protection, gender-based violence reduction, poverty alleviation, women empowerment, awareness raising and emergency response. Also, it has been working for the capacity enhancement of youth, organizational management, community mobilization, and leadership development of women, children and stakeholders for well planning and program implementation

Leave No Girl Behind (LNGB) is a five-year program funded by the Girls' Education Challenge (GEC). The project will be implemented by two local partner organizations, with strong emphasis on literacy, numeracy, social norms transformation and community engagement. Within the structure, there will be two PIN MEAL Coordinator, of which one will work with one local partner to achieve the pre-determined project outcomes related to literacy and numeracy, and the other will work with the other local partner to achieve the outcomes related to life skills development and school-based programming. The MEAL Coordinator will work in close coordination with each other and under the direct supervision of PIN MEAL Coordinator.

Scope of work

MEAL Coordinator will support all M&E related activities under the LNGB project. This includes supporting the MEAL team to institutionalize and operationalize robust monitoring and evaluation system at the LNGB field office. S/he will be responsible for ensuring efficient information management, data quality, and strengthening the knowledge sharing and learning process across the organization, with partners and other stakeholders.

Project Monitoring& Evaluation

1. Oversee overall set-up and operationalization of the project's MEL Framework and plans in the field office.
2. Perform results based monitoring and track outputs and intermediate outcome level changes related to learning, transition and sustainability.
3. Be the focal point to maintain project's indicator tracking table at the field office and ensure that all supporting evidence is systematically archived (both online and offline).
4. Perform data verification, management, analyses and necessary visualization on periodic basis.
5. Independently develop appropriate quality standard checklists, necessary tools and templates to strengthen program quality.
6. In collaboration with the program team and beneficiary communities, monitor activities through regular site visits, remote data collection and use of

- participatory techniques and ensure the monitoring tracker is duly updated and key findings shared across teams
7. Support M&E capacity building activities including capacity building of field staff to track project's progress.
 8. Lead and be a focal person to ensure the implementation and monitoring in the field as per SODCC's CRM policy, in coordination with respective Child Protection Focal Person.
 9. Ensure that the project activities are conducted in compliance with both PIN's and donor's rules and regulations, child protection; do no harm, anti-corruption, transparency and accountability.
 10. Adhere to safeguarding of children, vulnerable groups (including people with disabilities) and those in fragile and conflict-affected states at all times.
 11. Monitor program's adherence and compliance to GEC's and PIN's policies and internal procedures, protocols, code of conduct, with special attention to safeguarding standards and procedures, child protection and do no harm policies; immediate reporting any complaints and issues to the Safeguarding and Child Protection Officer.

Documentation, Reporting and Knowledge Sharing

1. Document and archive LNGB project's MEAL tools, resources, approaches, lessons learned/success stories and good practices.
2. Strengthen knowledge sharing and learning process by ensure regular dissemination of lessons learned and good practices to the project team, partners, beneficiaries and other stakeholders.
3. Support the project team to compile, arrange and archive activity reports and flag due reports to respective staff.
4. Prepare periodic MEAL-specific deliverables and timely report to the PIN MEAL Coordinator.
5. Support project's MEAL team to streamline accountability systems in project activities with support from the program team.
6. Support to streamline data quality assessment process at the field level and help prepare initial DQA reports in partnership with the project team.

Data Collection and Database Maintenance

1. Support to design, test and implement qualitative and quantitative data collection methods and protocols.
2. Contribute to efficiently develop and manage project's database in the field office, ensuring that the database is updated regularly and systematically, in close coordination with the program and MEAL team.

Required Qualifications

Education and Training

- Bachelor degree in social science or development related fields, with good understanding of key concepts and interest in MEAL systems

Relevant Experience

- Minimum of two years' experience working in monitoring and evaluation, data collection, research, complaint and response mechanism, and reporting preferably with development projects

Desired Knowledge, Skills and Competencies

- Strong computer literacy (including but not limited to MS Excel and Word) and data management, analyses and visualization
- Proven data collection, analysis and report writing skills
- Good understanding of gender issues and rights-based approach

- Willingness to undertake extensive field works in remote and rural Madhesi communities
- Outstanding communication skills- written and spoken
- Fluency in English-written and spoken
- Knowledge of local language/sto be considered an advantage
- Previous experience of working with survey tools (eg.KoBo, ODK) is an advantage
- Strong critical and analytical thinking and ability to self-initiate

Core Values

- Respect diversity and inclusion
- Have high level of commitment and integrity