



## Monitoring, Evaluation and Learning (MEL) Director

- **Vacancy for:** 1
- **Posted on:** July 11, 2018
- **Deadline:** July 23, 2018, 11:59 p.m.

**Duty Station:** Kathmandu, Nepal (with extensive travel in Nepal)

**LOE:** Full time

**Start Date:** August 2018

### Role:

The role of the MEL Director is to supervise and manage the M&E team to design and implement project M&E activities, ensuring that lessons learned are integrated into project implementation to continuously improve quality of interventions and outcomes.

### Key Tasks:

The key responsibilities of the MEL Director are as follows:

- Provide leadership and direction on MEL to ensure the project achieves its goals and corresponding objectives and targets
- Oversee the development and implementation of the MEL Plan 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, including that of individual projects/models
- Develop and oversee data flow pattern for the project, ensuring timely data collection and reporting
- Lead results reporting to DFID by providing written documentation on MEL activities and indicator results for progress and annual reports, as appropriate
- Use data to contribute towards strategic and adaptive decision-making and project planning with project leadership
- Lead strategic collaboration activities with key stakeholders to learn from project data and adapt interventions as appropriate
- Oversee and/or conduct targeted impact evaluations including through randomized control trials, including design, data collection, management and analysis
- Ensure quality of data through data verification procedures including routine data quality audits and that these are routinely carried out during the project lifecycle
- Cultivate strategic M&E relationships and alliances with other DFID-funded projects and represent MEL activities in public and professional circles through meetings, conferences, and presentations
- Oversee design and implementation of a quality Management Information System (MIS) for reporting
- Promote and support the dissemination of project information and learning among the project team
- Work with project and financial staff to prepare and track progress of project and activity budgets
- Coordinate all MEL capacity-building activities with project staff, implementing partners and facility staff

### Reporting:

- Candidate will report to the Team Leader.

### Minimum Qualifications

- Master's degree or higher in management, demography, statistics, social sciences or related field or equivalent experience
- Minimum 5-7 years of work experience in monitoring and evaluating large, multi-year development projects
- Proven expertise in quantitative and qualitative methodologies, impact evaluations including RCTs, management information systems, reporting, data quality assessments, data analysis and presentation
- Demonstrated strong management, coordination, teamwork and planning skills with proven ability to function effectively with multiple counterparts in private, public and donor community
- Experience and understanding of the DFID and its reporting system
- Strong technical skills, including ability to process and analyze data using one or more statistical software packages, including at least one of the followings: SPSS, Epi-Info, Stata, MS Access
- Demonstrated outstanding leadership, strategic thinking, organizational, team-building, and representational skills
- Expertise in research to practice - identifying and adapting best practices to specific project contexts
- Excellent skills in facilitation, team building, and coordination
- Excellent verbal, written interpersonal and presentation skills in English and Nepali
- Ability to coach, mentor and develop technical capacity in regional and national projects and technical staff
- Proficiency in Microsoft Office
- Ability to travel extensively across Nepal

### Applying Procedure

Interested applicants are requested to send their CVs and a cover letter to [SEP\\_Recruitment@louisberger.com](mailto:SEP_Recruitment@louisberger.com) by **Monday, July 23, 2018.**

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