

**HELVETAS Swiss Intercooperation Nepal**  
**Job Description**

- Job Title:**           **Monitoring and Evaluation Coordinator**
- Location:**           HELVETAS Swiss Intercooperation Nepal – Rehabilitation of facilities of Earthquake Affected People (REAP) in Sindhupalchowk, Project Management Unit, Lalitpur with frequent field visit.
- Reporting to:**       Team Leader
- Job purpose:**       To establish an effective monitoring and information system in the project and ensure that the monitoring plans and reports are timely followed up

**Roles and Responsibilities**

**1. Compliance to policies, rules/regulations and guidelines**

- Adhere relevant policies, rules, regulations and guidelines of HELVETAS Swiss Intercooperation Nepal (Personnel, Financial, Administrative policies, Security Response Guide, Gender Equality and Social Inclusion Guide, Sexual Harassment & Mobbing Policy, Code of Conduct Against Corruption, Conflict Sensitive Programme Management, Basic Operating Guideline etc.)

**2. Management and Project Implementation**

- Coordinate with team members and facilitate the process for the development of the yearly plan of operation, semi-annual and annual progress reports etc;
- Ensure smooth operation of the project by providing technical support in monitoring and evaluation part to the team members and the partner organizations.

**3. Project Monitoring, Evaluation, Documentation and Reporting**

- Devise a monitoring framework for the project and develop an effective monitoring and information system;
- Capacitate project and partners' team in monitoring and information system, monitoring framework and its implementation;
- Ensure that the monitoring plans and reports are timely followed up by all concerned;
- Monitor the implementation of project activities through regular field visits, interactions with staff, partners and primary stakeholders;
- Organize quarterly, semi-annual and annual review and planning meetings with partners and other stakeholders as appropriate;
- Compile monitoring data, analyze them, assess the project progress and document them as required for various purposes; assist Team Leader to review project strategies and devise strategies and approaches as required;
- Prepare fact sheets, monthly, quarterly, and other reports as required;
- Assist Team Leader to deliver quality reports (semi-annual, annual reports) on time as per the donor requirements;
- Ensure proper documentation of project experiences, best practices, case stories, success stories, challenges and lessons learned; prepare materials for publications;

- Ensure and assist for periodic evaluation of project/activities as mentioned in the project document;
- Collect success stories, case studies and other relevant documents for proper documentation and dissemination to the media, donors and knowledge management platform.

#### **4. Coordination, Representation and Networking**

- Maintain good relationship within the team, in house projects/staff, partnerships and stakeholders to contribute in achieving the goals and objectives of the project;
- Support for the development of networks and other coordination activities to all concerned stakeholders at different levels;
- Coordinate and network with relevant stakeholders for smooth implementation of the project at VDC, district and other level as per the need of the project.

#### **6. Other Specific Responsibilities**

- Professionally discharge other mutually agreed tasks assigned by the project management team, including knowledge management related tasks

### **Required Education, Experience, Skills and Competencies**

#### **1. Education:**

- Master degree in relevant field is mandatory; Bachelor degree in Civil Engineering will be an advantage.

#### **2. Experience:**

- 5 years working experience in implementing projects and three years working experience in the field of monitoring and evaluation;
- Field monitoring experience with feedback in the project cycle to achieve outcomes and outputs of the project;
- Experience in writing quality project reports with report formatting skills;
- Experience in playing with statistical package or advanced excel.

#### **3. Required Skills and Competences:**

- Good knowledge of statistical tools like SPSS, GIS and using them to analyse data as required by the project
- Energetic and having passion for emergency response activities
- Understanding and experience of local mechanism for emergency response activities and experience of water, sanitation, hygiene and or in shelter sector or community infrastructure
- Understanding of issues related to gender, social equity and poverty alleviation
- Understanding of conflict sensitive programme management
- Understands principles of good governance
- Result oriented personality/maintaining deadlines
- Excellent interpersonal, intercultural competencies
- Fluency in Nepali and English, both written and oral

- Excellent analytical and writing skills

Incumbent's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date: \_\_\_\_\_