

HELVETAS Swiss Intercooperation Nepal
Job Description

- Job Title** Monitoring, Evaluation and Learning Coordinator
- Location:** HELVETAS Swiss Intercooperation Nepal - Programme Coordination Office, Lalitpur
- Reporting To:** International Programme Advisor
- Job purpose:** Supports HELVETAS Swiss Intercooperation Nepal in its strategy to
- be a learning organization respected by development partners in Nepal (*Knowledge management*);
 - have a strong portfolio of implementation and technical assistance projects in the Working Area (*Acquisition*);
 - Implement projects and programmes of highest technical quality with the latest and updated approaches/technologies (*Thematic coordination*).

Roles and Responsibilities

1. Compliance to policies, rules/regulations and guidelines

- Adheres relevant policies, rules, regulations and guidelines of HELVETAS Swiss Intercooperation Nepal (Personnel, Financial, Administrative policies, National Personnel Regulations- Nepal, Security Response Guide, Gender Equality and Social Inclusion Guide, Sexual Harassment & Mobbing Policy; Code of Conduct Against Corruption etc.)

2. Knowledge Management (Monitoring, Evaluation and Learning) - 70%

- Reviews monitoring, evaluation and learning system including processes of HELVETAS Swiss Intercooperation Nepal;
- Supports the conceptual design of the monitoring framework for the HELVETAS Swiss Intercooperation Nepal programme;
- Establishes an efficient monitoring information system and processes for the effective management of HELVETAS Swiss Intercooperation programme in Nepal (in collaboration with Coordinator Knowledge Management and Information Technology);
- Obtains necessary data/information from the reports and other material produced by projects and maintains monitoring information system database;
- Supports projects to review and establish monitoring system in line with monitoring information system of HELVETAS and builds the capacity of relevant staff;
- Manages progress inputs for the Ministry of Finance's aid management platform;
- Provides consolidated information with own observations to the management;
- Produces progress reports and reports HELVETAS Swiss Intercooperation on country programme indicators;
- Supports projects and in some cases leads the organization of different evaluations and reviews;
- Provides training and coaching support for monitoring, evaluation and learning;
- Extracts and disseminates major learning from evaluations and reviews;
- Facilitates the integration of knowledge and learning gathered from different in-house projects and other organizations through various means.

- Facilitates knowledge exchange amongst in-house projects and programmes
- Actively participates and contributes in knowledge platforms of HELVETAS Swiss Intercooperation (Pamoja) or others;
- Getting involved in different studies and researches;
- Actively networks with relevant specialists at HELVETAS Swiss Intercooperation in Switzerland.
- Facilitates knowledge dissemination through different knowledge products e.g. snippet, leaflet, article, blog, utilize both print and non-print media (including web page).

3. Acquisition - 20%

- Identifies acquisition opportunities through formal channel and informal networks.
- Explores space of collaboration and complementarity with likeminded agencies for possible synergies and development.
- Integrates institutional knowledge on monitoring and evaluation component into the design of new projects and initiatives.
- Maintains project references of HELVETAS Swiss Intercooperation Nepal's past and ongoing projects in the working area.
- Supports development of specialists' roster and CV database for different levels of experts.
- Supports the development of standard documents and templates that are frequently needed for acquisition and networking.
- Reviews donor information on web pages and other sources and maintains inventory.
- Develops and maintains donor information/inventory and their strategies.
- Maintains donor relations in coordination with HELVETAS Swiss Intercooperation Nepal senior management.
- Develops acquisition notes, expressions of interest, concept notes, full proposals, or bid document as necessary for the working area relevant projects.
- Supports project line manager/s and a Team Leader to establish project team and start new project once acquired.

4. Thematic coordination - 10%

- Provides monitoring and evaluation support to projects upon demand.
- Provides updates on latest approaches and technologies relevant to monitoring and evaluation.
- Provides technical support to the project line manager at the Programme Coordination Office if required.
- Supports the knowledge management and acquisition team in developing towards a thematic think tank of HELVETAS Swiss Intercooperation Nepal.
- Represents HELVETAS Swiss Intercooperation Nepal in relevant (monitoring and evaluation related) events of donors and the government.
- Provides technical inputs to other country programmes (if requested).

Required Skills, Experience and Competencies

1. Education:

