

Monitoring, Evaluation and Learning Specialist: Nepal

Founded in 1983, the National Democratic Institute for International Affairs (NDI) is a nonprofit, nonpartisan organization working to strengthen and expand democracy worldwide. NDI works with democratic institutions in every region of the world to build political and civic organizations, safeguard elections and promote citizen participation, openness and accountability in government. Headquartered in Washington, DC, NDI maintains offices in over 70 countries on five continents. Its diverse workforce of employees from 75 countries is united in the belief that democracies promote economic growth and development more consistently and equitably than non-democratic political systems. NDI's office in Nepal has been operational since 1997 and has since collaborated with the Parliament, political parties and civil society.

NDI is seeking candidates for a Monitoring, Evaluation and Learning Specialist to manage the monitoring and evaluation component of the DEPP/CEPPS program. He/she will work with the team to document the achievements of targets and program objectives. This position is based in Kathmandu. The position is contingent upon funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Build on the findings of the baseline study, ensure the ongoing collection and management of quality data throughout the life of the program. Develop and maintain a uniform and consistent data collection and reporting methodology and schedule, and ensure consistent and timely application of all M&E systems and standards;
- Support the program's mid-term evaluation and impact evaluations and work as a part of an Assessment Team to collect and analyze data and establish baselines, benchmarks and targets for the program's process, outcome and impact indicators. Participate in the program's midterm Evaluation, collection and analyzing data as part of an internal assessment team;
- Participate in and coordinate the timely collection and analysis of all program performance data and information;
- Collate, consolidate and prepare reports on the M&E activities and processes as required for reporting;
- Undertake regular visits to the field to support implementation of M&E, in collaboration with program staff;
- Work with NDI-Washington to ensure consistency of approach and ongoing implementation of monitoring and evaluation best practices;
- Guide NDI/Nepal in collecting, managing and using the NDI M&E system to strengthen program management and donor reporting;
- Lead preparation for evaluations through the development of program briefing documents, organization of project information and compilation of program performance data;
- Collect qualitative and quantitative data on program results and impact and, based on this information, prepare and submit monthly reports in accordance with internal and external reporting requirements;
- Maintain data management system for both qualitative and quantitative data;
- Assist program staff in identifying and highlighting achievements of objectives and outcomes;
- Produce evaluation questionnaires as needed by different programs;
- Draft donor reports, case studies, best practices, lessons learned, and success stories; and
- Additional responsibilities based on demonstrated ability and/or program needs.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree, preferably in social sciences or statistics;
- Five (5) to eight (8) years of experience in monitoring and evaluation with I/NGO or NDI experience preferred.
- Experience working on baseline, mid-term and final program evaluations; and
- Experience with designing and using evaluation tools and methods such as surveys, interviews, focus groups, and research from secondary sources.

REQUIRED SKILLS AND ABILITIES

- Ability to analyze and resolve problems;
- Excellent communications skills to present information and respond to questions;
- Detail-oriented;
- Exceptional writing skills to write reports;
- Ability to work both independently and as a member of a M&E team;
- Ability to multi-task and manage time; and
- Willingness to work longer hours, when required
- Strong working knowledge of PC-based word processing and spreadsheet applications and experience with Google Apps (Gmail, Calendar, Google Drive, G+, etc.);
- Experience in supporting USAID or foreign-funded development programs preferred.
- English and Nepali language fluency required.

COMMENTS:

The application deadline is December 20, 2024. To apply, please e-mail a CV and cover letter to nepaljobs@ndi.org. Short-listed candidates will be contacted. No phone calls, please!

Applicants need to possess work authorization to work in Nepal.

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