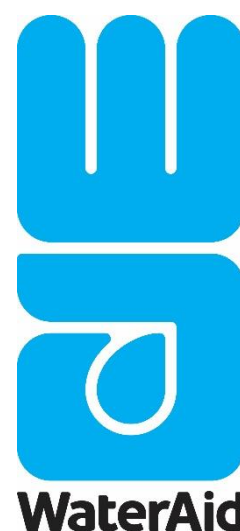
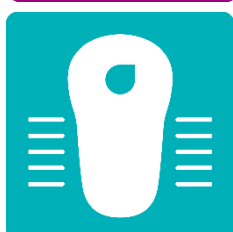


# Job Description

Monitoring and Evaluation  
Officer HBCC2



<b>Job Title:</b> Monitoring and Evaluation Officer HBCC2	<b>Date:</b> May 2022
<b>Grade:</b> D	<b>Department:</b> Programmes
<b>Reports to (title):</b> Hygiene Project Response Manager HBCC2	<b>Location:</b> Kathmandu with 70% field visit
<b>Direct Reports (titles):</b> N/A	
Frequent national travel involved.	

Clean water, decent toilets and hygiene are three essentials that help people lead dignified and healthy lives. They should be normal for everyone, but for millions of people they are not. We are determined to make clean water, decent toilets and good hygiene a normal part of everyday life for everyone, everywhere within a generation.

Hygiene Behavior Change Coalition (HBCC) initiative funded by the DFID / Unilever had emerged with the global pandemic Covid-19 situation to strengthen the hygiene response. WaterAid Nepal (WAN) had implemented the hygiene response project that was primarily built on WAN's existing hygiene work supported by water, sanitation and hygiene (WASH) facilities, services and policy interventions. The second phase of this project will continue to support the relevant governments to better respond to new variants of Covid and also for vaccine intake. The primary focus of Country Programme in the current pandemic as a WASH agency is to help respond to Covid-19 and enable critical WASH access for communities. The response will be for a 11-month period.

### Purpose of Role

- Ensure project quality standard through regular evidence-based project quality monitoring and assurance mechanism and promote downward accountability towards the communities with whom WAN works.
- Responsible for project monitoring, evaluation and reporting (MER).
- Responsible for the usage of mWater for surveys/ research and studies.

### Responsibilities

- Coordinate for overall monitoring and evaluation, reporting, learning documentation functions for this project in line with PMER requirements and donor compliances reporting directly to the HBCC2 Hygiene Response Manager.
- Support in collection of case studies, primary and secondary data and analysis and report development, process documentation.
- Lead the overall project monitoring and evaluation process, including development of M&E plan, identification of monitoring areas, setting a joint monitoring team of project/finance/operation, facilitation of community consultation and field observation, sharing findings to partner/programme teams for the project quality improvement.

- Conduct extensive field visits, online survey and other M&E tasks as assigned by the line manager.
- Ensure project quality standard through regular evidence-based project quality monitoring and assurance mechanism and promote downward accountability towards the communities with whom WAN works.
- Coordinate WAN team and meeting with the partner organisations for partnership performance review and prepare plan of action for improvement.
- Support in development of RF, M&E plan and setting milestones for the project in align with global, national and WAN indicators.
- Support quarterly Programme Performance Reflection process by ensuring participatory engagement of project team and partner organisation to promote cross programmes organisational learning.
- Identify the gaps and areas of monitoring through regular review and monitoring of the quarterly project progress report of partners and develop checklist for the project quality monitoring process.
- Identify best practices, learning and success stories of project during field visits and support to produce high quality documentation for sharing and learning.

### Other Responsibilities

- Understands and puts into practice the responsibilities under Safeguarding and Child Protection policies and procedures and the Global Code of Conduct (CoC)

### Person Specification

Essential	Desirable
<ul style="list-style-type: none"> <li>• Bachelors in project management, development studies or relevant discipline</li> <li>• Minimum 3 years of experience in similar role</li> <li>• Experience in and coordination skills in programme / project planning, monitoring and evaluation</li> <li>• Good communication skills in written and verbal English and Nepali, with good interpersonal, negotiating and persuasive skills and experience</li> <li>• Excellent skills in writing, producing excellent monitoring and programme / project reports for wider audience</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent skill in community consultation, organising group discussions with different and diverse group of people, field observation, interviewing with people and facilitating meetings internally and externally</li> <li>• Demonstrated skills in analysis, articulation and presentation of finding from the monitoring and studies to improve programme performance</li> <li>• Ability to work flexibly, to manage varying competing priorities under your own initiative, meet strict deadlines</li> <li>• Willing to learn new data software and tool</li> </ul>



<ul style="list-style-type: none"><li>• IT skills particularly MS Word, Excel and Outlook</li><li>• Commitment to WaterAid's values and a working style that reflects these.</li></ul>	<ul style="list-style-type: none"><li>• Experience of managing and supporting staff or volunteers</li><li>• Experience of working effectively within a culturally diverse and matrix organisation.</li></ul>
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### Apply

Interested and competent applicants are requested to fill up an online application form available on [www.p2p.com.np](http://www.p2p.com.np) and submit (i) Application letter (ii) Recent Curriculum Vitae no later than 13<sup>th</sup> May 2022.

Please note: to apply for this role you must be able to demonstrate your eligibility to work in Nepal.

WaterAid is committed to ensuring that wherever we work in the world there is no tolerance for the abuse of power, privilege or trust. WaterAid reinforces a culture of zero tolerance towards any form of inappropriate behaviour, abuse, harassment, or exploitation of any kind. The safeguarding of our beneficiaries, staff, volunteers and anyone working on our behalf, is our top priority, and we take our responsibilities extremely seriously. All staff and volunteers are required to share in this commitment through our Global Code of Conduct. We will conduct the most appropriate preemployment references and checks to ensure high standards are maintained.

WaterAid is an equal opportunity, disability-confident employer and committed to achieving the highest standards of diversity, fairness and equality.