



Monitoring and Evaluation Assistant

Job title:	Monitoring and Evaluation Assistant
Level:	GS-5
Position Number:	00137933
Location:	Kathmandu, Nepal
Full/Part time:	Full-Time
Fixed term/Temporary:	Fixed-term Appointment
Rotational/Non Rotational:	Non-Rotational
Duration:	One year (renewable)

The Position:

The Monitoring and Evaluation (M&E) Assistant will provide support towards the implementation of the UNFPA Nepal monitoring and evaluation plan, with particular attention to improving the quality and results orientation of the ongoing family planning programmes.

The M&E Assistant will report directly to the M&E Analyst and work in close collaboration with relevant team members to ensure RBM concepts are well internalized and applied for effective program delivery at all levels of the organization.

How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:

The purpose of the position is to support the implementation of the UNFPA Nepal M&E plan, with particular attention to improving the quality and results orientation of the family planning programmes at the provincial and local level.

Currently, UNFPA is implementing two major projects in FP: a) UNFPA Family Planning Project (UNFPP) funded by the DFID; and b) UNFPA Supplies Thematic Trust Fund. Both the projects are implemented in close coordination with the Ministry of Health and Population.



You would be responsible for:

A. Monitoring and Evaluation:

- Update and implement the M&E plan including for the family planning programmes as needed.
- Collect ongoing project monitoring data and keep track of progress as per the M&E plan (M&E calendar, project log frame).
- Maintain relevant M&E databases linked to the key indicators as per the requirements.
- Support the drafting of minutes of meetings, presentations, concept notes, terms of references related to monitoring and evaluation.
- Produce ad hoc monitoring reports as requested by the concerned program manager/officer.
- Closely track the status of project related indicators against the log frame and ensure compliance.

B. Documentation, reporting and ensuring compliance with policies and procedures:

- Provide support to ensure quality and integrity of the data produced at different levels of the project implementation.
- Support to the relevant Programme Managers and M&E Team to strengthen the existing data collection instruments and ensure regular collection, compilation and analysis of service statistics and project data.
- Support to the relevant Programme Managers in following up the recommendations and way forward from regular meeting with partners and donors including the Annual Review and Planning Meeting of the above mentioned two project.

C. Knowledge management, and evidence generation:

- Document project findings, lessons learned, case studies, good practices and ensure required disaggregation and analysis of information gathered.
- Support the Programme Managers in organizing operational research, programme evaluations and assessments as needed.

Qualifications and Experience

Education:

Completed Secondary Level education required. Bachelor's degree in Public Health, Statistics, Population, Demography or related discipline desirable.

Knowledge and Experience:

- Five years of relevant experience in monitoring and evaluation; prior experience in Result Based Management and M&E is preferred;
- Excellent computer knowledge and skills;
- Knowledge and skills on data management and data analysis;
- Advanced knowledge of spreadsheet preferred;
- Excellent organization skills, attention to detail, precision and accuracy;
- Familiarity with UN system will be an advantage



Languages:

- Fluency in English and Nepali

Required Competencies

Values: <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrating commitment to UNFPA and the UN system,• Embracing cultural diversity,• Embracing change	Functional Competencies: <ul style="list-style-type: none">• Knowledge on Result Based Program Development and Management• Knowledge on Reproductive Health and Family Planning• Innovation and marketing of new approaches
Core Competencies: <ul style="list-style-type: none">• Achieving results,• Being accountable,• Developing and applying professional expertise/business acumen,• Thinking analytically and strategically,• Working in teams/managing ourselves and our relationships,• Communicating for impact	

Compensation and Benefits

This position offers an attractive remuneration package including a competitive net salary, health insurance and other benefits as applicable.

Disclaimer

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In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.