



## M&E Analyst

<b>Job title:</b>	<b>M&amp;E Analyst</b>
<b>Level:</b>	<b>NO-B</b>
<b>Position Number:</b>	<b>216897</b>
<b>Location:</b>	<b>Kathmandu, Nepal</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Fixed term/Temporary:</b>	<b>Fixed Term</b>
<b>Rotational/Non Rotational:</b>	<b>Non-Rotational</b>
<b>Duration:</b>	<b>One year (renewable)</b>

### The Position:

The Monitoring and Evaluation Analyst will provide support towards overseeing the monitoring, and reporting of the GBVPRII program. The M&E Analyst will work closely with the programme team to ensure that results-based reporting is completed in line with UNFPA reporting standards.

### 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 (2022-2025), 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:

UNFPA Nepal is currently implementing the 9th Country Programme (CP) for Nepal (2023-2027) which is linked to the UN Sustainable Development Co-operation Framework (UNSDCF) and aligned with national priorities and UNFPA's strategic plan. It is focused on four main output areas: Sexual and Reproductive Health (SRH) and Rights, Gender Equality and Women's Empowerment (GEWE), Population data available for planning and monitoring (PD) and Environmental sustainability, climate, and disaster resilience. UNFPA supports the Government of Nepal through policy and advocacy, capacity building, knowledge management and service delivery interventions at national and subnational levels.

Under the overall guidance and with direct supervision of the M&E Specialist, you are expected to oversee overall monitoring and evaluation, strategic information and reporting of the GBVPRII project.



**You would be responsible for:**

**A. Coordination and technical support of monitoring and evaluation**

- Ensure that data is provided and collected against the agreed upon indicators in the GBVPRII results framework using the defined reporting tools and ensure that the programme results are accurately captured, measured and reported.
- Manage the collation of quarterly and annual data in relation to the M&E Framework and ensure that reports are submitted timely by the implementing partners.
- Provide technical support to institutionalize the use of M&E tools and M&E plans to enable UNFPA staff and Implementing Partners to effectively guide programme delivery and ensure efficient utilization of funds.
- Coordinate M&E efforts to track the results of the project implementation and monitor data quality
- Manage day-to-day M&E activities under the GBVPRII project

**B. Strategic Information: Results Based Reporting**

- Coordinate the efforts of UNFPA to strengthen the management of corporate and country-based information systems integrating, monitoring, and reporting on key programme indicators to monitor the delivery of programme results and CO activities.
- Document lessons learnt, share knowledge and disseminate good practices, on the monitoring and evaluation of the GBVPRII project.
- Facilitate, act as resource person, and join if required for any external supervision and evaluation missions.
- Support M&E Specialist to implement the evaluations of the GBVPRII project and other research, as appropriate

**C. Development of work plans and reporting**

- Review and provide input in the preparation of Country Office work plans from an M&E perspective and ensure that the monitoring and evaluation indicators are aligned to the Country Programme
- Facilitate and substantively contribute to the development of monitoring indicators, monitoring calendars, and field monitoring plans, etc. for the GBVPRII monitoring plan and annual work plans.
- Compile and analyze data on project indicators that will inform and strengthen the implementation of GBVPRII project.
- Monitor the progress of GBVPRII project and ensure quality and timely reporting, both internal and external, through tracking completion of quarterly, mid-year and annual reports, as required.
- Provide timely and effective technical guidance on monitoring and evaluation to UNFPA programme teams and implementing partners at the federal and provincial levels, especially towards the development, the implementation and progress tracking of the GBVPRII results as per the project results framework
- Support M&E Specialist for the UNSDCF M&E Technical Group activities and carry out any other duties as may be required



#### **D. Resource mobilization and Partnership Building**

- Support the development of resource mobilization concept notes and proposals ensuring a sound logical framework, and M&E plan.
- Support the compilation of data and information for mandatory donor reports preparation as per corporate and donor requirements.
- Quality assure the results frameworks in relation to the Country Programme as well as the donor funded programmes/projects, including the selection of indicators, baseline and targets, means of verification, and evaluability of the programme.
- Collaborates with team members, programme partners, and sub-grantees to ensure safe implementation of programmes at the community level applying Do No Harm approach.

#### **Qualifications and Experience:**

##### **Education:**

Master's degree in public health, Statistics, Population, Demography, or a related discipline is required.

##### **Knowledge and Experience:**

- At least 2 years of experience in Monitoring and Evaluation of GBV or Gender programs is preferred.
- Proven knowledge and experience on database management (including data analysis and presentation) and exposure to research/survey methodologies preferably in gender, population and human development issues.
- Data analysis skills and familiarity with statistical software (i.e. SPSS, Stata, R) and online data collection tools.
- Good interpersonal, networking and communication skills.
- Willingness to contribute and work as part of a team; and
- Familiarity with the UN system will be an advantage.

##### **Languages:**

Fluency in spoken and written English and Nepali language is essential.



### Required Competencies:

<b>Values:</b> <ul style="list-style-type: none"><li>• Exemplifying integrity,</li><li>• Demonstrating commitment to UNFPA and the UN system,</li><li>• Embracing cultural diversity,</li><li>• Embracing change</li></ul>	<b>Functional Competencies:</b> <ul style="list-style-type: none"><li>• Advocacy/ Advancing a policy-oriented agenda</li><li>• Leveraging the resources of national governments and partners/ building strategic alliances and partnerships</li><li>• Delivering results-based programmes</li><li>• Internal and external communication and advocacy for results mobilisation</li></ul>
<b>Core Competencies:</b> <ul style="list-style-type: none"><li>• Achieving results,</li><li>• Being accountable,</li><li>• Developing and applying professional expertise/business acumen,</li><li>• Thinking analytically and strategically,</li><li>• Working in teams/managing ourselves and our relationships,</li><li>• Communicating for impact</li></ul>	

### Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary plus cost of living adjustment, rental subsidy, education grant, home leave, health insurance and other benefits as applicable.

### Disclaimer:

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

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.