



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Nepal Country Office, Kathmandu
Title:	Monitoring and Evaluation Officer
Purpose of consultancy:	M&E Officer will substantially contribute to the results-based monitoring framework and strategies and operationalizing the monitoring and evaluation plan and related systems. S/he will have a key technical role in improving the quality of results tracking and reporting and in strengthening institutional monitoring and evaluation capacities including national partners. S/he is expected to work in collaboration with thematic programme teams and the 3 Regional Support Offices of UNFPA, and support UNFPA and national counterparts to ensure M&E aspects are well internalized and applied. S/he will participate actively in M&E mechanisms established as part of the UNDAF, GoN, and joint programming processes.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ol style="list-style-type: none"> 1. Capacity Building and Systems Strengthening for M&E: <ul style="list-style-type: none"> • Support the establishment of a robust M&E framework under the CP engaging all relevant staff to strengthen planning, implementation, oversight, and monitoring of work plan activities; • Provide technical support on RBM and M&E and institutionalize the use of M&E tools and plans to enable UNFPA staff and Implementing Partners to effectively guide programme delivery and ensure efficient utilization of funds; • Quality assure the results frameworks in relation to the CP as well as the donor-funded programmes, including the selection of indicators, baseline and targets, means of verification, and evaluability of the programmes; • Promote evidence-based programming through identifying data and knowledge gaps and the most efficient and effective ways of bridging the knowledge gaps; • Establish an integrated database and ensure availability of data to feed into corporate dashboards and monitoring systems, such as GPS and SIS as well as the external reporting requirements; • Organize quarterly M&E review meetings with concerned staff in UNFPA in KTM and RCOs to review progress, identify bottlenecks and gaps, and bring to the attention of the senior management team any adjustments required. 2. Develop and implement an evaluation: <ul style="list-style-type: none"> • Develop an evaluation plan in accordance with UNFPA evaluation policy and CP commitments to guide programme operations; • Assist with supporting the design and implementation of formative and summative evaluations as well as tracking the implementation and follow up of evaluation recommendations; • Assist in knowledge sharing of results, lessons, and experiences across programme areas. 3. Reporting: <ul style="list-style-type: none"> • Ensure all reporting requirements are met in a timely manner, both internal and external, by the concerned programme/technical staff through tracking completion of quarterly, mid-year, and annual reports, as required; • Provide technical support to ensure that the reports are of high quality and evidence-based. 4. Support the UN Country Team in results reporting: <ul style="list-style-type: none"> • Support the UNDAF M&E working group and UNFPA's role as co-chair to ensure that it fulfills its commitments as per agreed terms of reference and work plan; • Liaise with relevant national partners including the National Planning Commission on M&E tasks. 5. Others: <ul style="list-style-type: none"> • Support the UNFPA Deputy Representative and UNFPA Representative in planning, management, and oversight functions of the CP and the country and provincial offices; • Carry out any other additional tasks assigned by the UNFPA Deputy Representative and the UNFPA Representative.
Duration and working	01 June 2021 to 30 April 2022 (11 months)

schedule:			
Place where services are to be delivered:	Kathmandu, Nepal		
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Deliverables will be based on the scope of work described above and will be certified by the supervisor on a monthly basis.		
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	At the UNFPA Country Office, under the overall guidance of the Representative and direct supervision and day-to-day support of the Deputy Representative, the M&E Officer will manage the M&E team to ensure quality deliverables. The consultant will work in close coordination and collaboration with UNFPA Country Office Assistant Representatives – RH and P&D, GBV Team Leader, M&E focal persons, and related programme officer at Kathmandu office and three provincial offices.		
Supervisory arrangements:	The consultant will work under the direct supervision of the Deputy Representative and in close collaboration with the Representative and other staff.		
Expected travel:	The consultant is expected to undertake travel to field offices as relevant or coordinate virtually, as relevant.		
Required expertise, qualifications and competencies, including language requirements:	<p>Education:</p> <ul style="list-style-type: none"> • Master's degree in social science, economics, public health, public administration, or related field; <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • Up to 5 years' experience in the area of results-based management, monitoring and evaluation, statistics and/or research methodologies; • Relevant computer skills, specifically Microsoft Office; • Data analysis skills and familiarity with statistical software (i.e. SPSS, Stata); • Good interpersonal, networking, and communication skills; • Willingness to contribute and work as part of a team; and • Flexible and open to learning and new experiences. 		
Working conditions:	Admin. requirements		
	Location:	Office space required:	Others:
	Kathmandu	Yes	Travel and DSA
	IT requirements		
	Desktop required:	Email access:	Others:
Yes	Yes	Official sim card	
Other relevant information or special conditions, if any:			
COA:	NPL081RH-OPSCOSTPOST-FPA90		
Signature of Requesting Officer in Hiring Office:			
Date: 21 April 2021			
Signature of the Representative in Hiring Office:			
Date: 29 April 2021			