

## Monitoring and Reporting Officer

### Position Overview:

PeaceWin has been implementing the activities/programme around Sexual and Reproductive Health (SRHR) and Rights and Gender Equality and Women Empowerment with the technical and financial support of United Nations Population Fund (UNFPA). The partnership between UNFPA and the PeaceWin aims to advance UNFPA's mandate under 9th Country Programme specifically in the output area of SRHR and GEWE. The activities/programme under the SRHR are the part of the Reproductive Health and Right for Accelerating Impact (RHEA) programme in selected Municipality of Bajura and Bajhang, Comprehensive Sexuality Education programme in selected programme Municipality/school of Achham, Baitadi and Bajhang and Family Planning, Supply Chain Management (SCM) related activities in all UNFPA Priority District and Province and Empowering Women Prosperous Nepal in Bajura, Doti and Kanchanpur.

### Scope of the Work/Purpose of the Job:

The Monitoring, Evaluation, and Documentation Officer will have to play a role in guaranteeing the successful execution, monitoring, and documentation of the project. In this capacity, the incumbent will take charge of formulating and executing monitoring and evaluation frameworks, conducting assessments, and meticulously documenting project activities and outcomes with evidence. Collaborating closely with project partners, local communities, and stakeholders, the Monitoring, Evaluation and Documentation Officer will facilitate data collection, and result reporting, upholding adherence to project objectives and meeting UNFPA's quality standards.

<b>Job Title</b>	<b>Monitoring and Reporting Officer</b>		
<b>Place of work:</b>	Dhangadhi, Kailali		
<b>Grade:</b>	9 <sup>th</sup>	<b>Project Code</b>	STP003
<b>Contract type:</b>	Temporary	<b>Staff ID#</b>	STPSID004
<b>Contract Period (Date)</b>	<b>From:</b>	<b>To:</b>	
<b>Reports to</b>	Direct report to Health Programme Manager and indirect to PeaceWin Programme Coordinator		
<b>Work Relationships</b>	<p><i>Internal:</i> Programme Manager, Health Programme Manager, Admin and Finance Officer, GBV prevention Coordinator, Health and logistic officer, Health Officers and Municipal Officers.</p> <p><i>External:</i> UNFPA, Local government authority, officials in districtis, cities, and municipalities, partners, donors, CSO networks and platform communities.</p>		

### Jobs and Responsibilities:

1. Develop and implement a robust Monitoring and Evaluation (M&E) framework for the project, aligned with the program objectives and project requirements.
2. Establish baseline indicators, mid-term, and final evaluations, ensuring the systematic measurement of project outcomes with adequate evidence.

3. Conduct regular field visits to project sites for data verification, collection, and to assess the progress of activities.
4. Create and maintain a comprehensive documentation system for all project activities, including meeting minutes with disaggregated information, reports, case studies, success stories, and lessons learned.
5. Prepare quarterly progress reports, highlighting results, achievements, challenges, and recommendations for improvement.
6. Collaborate with the communication team to develop informative, educational and communication materials, including brochures, newsletters, and project updates.
7. Ensure accurate and timely data collection, entry, and analysis in the format provided by UNFPA.
8. Implement data quality assurance measures to uphold the integrity of project information.
9. Utilize data visualization tools for effective reporting to project stakeholders in meetings.
10. Collaborate with local communities, partners, and stakeholders to gather qualitative and quantitative data on project outputs.
11. Facilitate participatory monitoring sessions to engage beneficiaries including adolescent girls, women, marginalized communities, disabled people, LGBTQIA+ (where applicable) in the assessment of project results.
12. Provide regular training and support to project staff on data collection, and monitoring.
13. Develop regular and support in implementing the capacity-building plans for the project staffs, local partners and organizations involved in project implementation.

**Qualifications, Knowledge, and experience:**

1. Master's degree with a minimum of 3 years of professional experience or bachelor's degree with at least five years of experience, preferably in Public Health, Gender, or relevant social science field.
2. Demonstrated expertise in monitoring and evaluation of Sexual and Reproductive health or Gender related projects.
3. Experience in data entry, data analysis, statistics, and documentation of development projects is essential.
4. Solid understanding of gender, equity, and sustainability principles in project monitoring and evaluation.
5. Proficiency in data management and analysis using software tools like Excel or R statistical package.
6. Excellent communication skills, both written and verbal, for preparing clear and concise reports.
7. Practical knowledge of qualitative and quantitative research methods and study methodology.
8. Proficiency in using computer software such as MS Excel and data visualization tools.
9. Strong communication skills for collaboration with partners and team members.
10. Ability to perform well under extreme time pressure and exhibit professional integrity.
11. Proactiveness in work approach and maintaining a positive attitude.

**Key competences:**

1. Embrace the principles of Accountability, Integrity, and Innovation.
2. Possess proficiency in PeaceWin's operational methodologies and policies.
3. Adhere to inclusive processes, including PSEA, institutional system strengthening, behavioral changes, and the integration of gender and youth perspectives.
4. Demonstrate a collaborative and motivated team spirit, fostering mutual trust and a positive working attitude in a diverse team environment.

5. Exhibit cultural awareness and effective communication skills.
6. Willingness to undertake field visits as necessary.

**Required documents to be submitted with the application:**

1. Detail CV in prescribed format
2. Citizenship Certificate
3. Certificates of Master's degree and SLC
4. Letters of work experiences in related field

**Candidate:**

I wholeheartedly agree with the job description and am dedicated to successfully fulfilling the tasks outlined in the roles and responsibilities, qualifications, knowledge and experience, as well as key competences.

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Name and Position:

Date:

*Apart from the above-mentioned job descriptions, terms, and conditions, PeaceWin has the right to apply all other necessary conditions according to its policies, guidelines, and decisions.*