

Terms of Reference
Monitoring, Evaluation, Research, and Learning (MERL) Director

Application closing date is January 10, 2019

The Asia Foundation Nepal is looking for a **Monitoring, Evaluation, Research, and Learning (MERL) Director** to lead the monitoring and evaluation, learning, and knowledge management of its Subnational Governance Program. In line with this, the position will ensure availability of processes and tools for a robust and learning-oriented M&E system by providing technical support in the documentation, data collection and analysis, knowledge management, and other related tasks. The position will also identify opportunities for learning and reflection across the strategic areas of the Program.

Requirements

Education

Master's degree, or advanced degree in political science, economics, international development or a relevant field. Formal training in an area related to monitoring, evaluation, research methodology, and/or learning a requirement. This could include formal statistics

Experience

Minimum eight years of experience in development sector, government, civil society or academic institutions; and at least five years in a monitoring, evaluation, research or learning-specific position within the field. Strong research and analysis skills in quantitative and qualitative methodologies. Strong program management skills as they relate to monitoring, evaluation and learning (MEL); demonstrated experience on learning and adaptive management; excellent verbal and written communications skills; a willingness to work closely in team settings with other staff and partners; a proactive and independent work style; and demonstrated in-depth knowledge of Nepal's political, economic, and social context. Experience in report writing of publishable quality; some experience in financial and grants management and budget control and managing development projects. Seasoned facilitation, presentation and instruction skills with knowledge, experience and confidence supporting others to learn through a range of modalities, including formal presentations, didactic/interactive instruction, tailored workshops, virtual meetings and webinars experience leading teams and supervising others.

Other

Competence in computer software, including Microsoft office, database software, and statistical analysis software such as Stata, SPSS or R; ability to work under pressure; good communication skills in English (and Nepali, preferred); good interpersonal skills; willingness to travel in project areas outside of Kathmandu; highly self-motivated, creative and adaptive thinker, comfortable leading. Demonstrated cross-cultural competence.

Job Functions

Support continued review and enhancement of the MEL mechanism of the program to address its reporting and accountability requirements.

Develop research, learning, and knowledge management strategy for the program as a critical component of the MEL system.

Lead the implementation and roll out of the strategy in collaboration with the MEL team, including training.

Lead in the identification and preparation of program materials to support knowledge management and learning across the different strategic areas. Expand a culture and practice of informed strategic decision-making and learning, drawing from relevant good practice in the wider MEL field.

Provide substantive inputs/support to the program director and the program team to identify key areas of research and other policy and data analysis/information needed for effective implementation of programs activities.

Ensure data quality and standards of partners' deliverables including their outputs, narrative and financial reports

Provide support to the team members to review grantee reports, analyze and report on trends, challenges, and lessons learned in the programs

Work closely with MEL team to facilitate the monitoring and evaluation process with the local partners engaged in creation of knowledge products, and provide technical guidance and assistance to support partner organizations in delivering quality reports, and documenting the impact of program activities

Contribute to internal reporting process as well as efforts to enhance coherence and impact of all Partnership activities

Regular field visits to program locations to help identify issues/challenges, and recommend solutions to the team

Supervise the Monitoring and Evaluation Officer and coordinate with other team members on matters related to program implementation and administration.

Provides support for activities in other program areas as assigned by the Program Director and the Country Representative