

HERD INTERNATIONAL TERMS OF REFERENCES

1. JOB IDENTIFICATION

Job Title	:	Monitoring & Evaluation and Documentation Officer
Department	:	Data Science
Reporting to	:	Lead- Information System and Population Service
Job status	:	Annual Contract
Working hours	:	40 hours per week (Monday to Friday)
Job Assignment	:	HERD International central office with frequent field visit

2. WHO WE ARE - A BRIEF INTRODUCTION

HERD International is a leading national agency dedicated to leveraging evidence for the enhancement of health and social development. Our mission is to empower individuals, improve their health and strengthen communities by working collaboratively with policy practitioners, researchers, academics, and other diverse stakeholders including communities. We are committed to promoting inclusivity, evidence-informed, locally tailored solutions to address critical local issues at system, institution, and community levels, recognizing the importance of diversity and institutionalizing best practices, ultimately improving the quality of life of people. More information about HERD International can be found on the website www.herdint.com.

3. JOB PURPOSE

The Monitoring & Evaluation and Documentation Officer is a key member of the Monitoring and Evaluation Unit. S/he is responsible for shaping the Monitoring, Evaluation, Research, and Learning (MERL) strategy, supporting the MERL and Data team with technical mastery, and seamlessly integrating MERL functions across HERD International. With an unwavering focus to track Monitoring & Evaluation activities along with documentation of events and quality assurance of the information generated from different evidence. The Officer ensures that the MERL system operates at the most exacting standards. This role is transformative, enabling our organization to adeptly navigate challenges, seize opportunities, and optimize outcomes for the individuals and communities we serve. The Monitoring & Evaluation and Documentation Officer is also responsible for comprehensive documentation of project outcomes, impacts, and lessons learned. S/he should see themselves as an advocate for HERD International's mission, vision, and values.

4. MAIN RESPONSIBILITIES

The anticipated roles and responsibilities of Monitoring & Evaluation and Documentation Officer include but are not limited to the following:

I. Monitoring, Evaluation and Learning:

- Ensure the strategic alignment of MEL with program design and implementation.
- Development and implementation of MEL activities and work plans.
- Work as a focal person for the MEL activities and documentation of the all official events
- Focus on strengthening the MEL system, building capacity of partners and staff, and improving alignment with national and partner requirements.
- Prepare regular monthly, quarterly MEL reports for internal and external stakeholders to inform strategic decision-making and program enhancement
- Contribute to shape the overall MEL strategy to align with organizational goals and project objectives.
- Ensure seamless integration of MEL functions across HERD International.

II. Data Collection, Analysis, and Quality Assurance:

- Compilation of high-quality data, ensuring it is consistent, accurate, and timely.
- Analyze data to derive actionable insights for program improvement, policy advocacy, and decision-making.
- Implement quality assurance measures to maintain high data quality, accuracy, and reliability.
- Develop and implement of quantitative and qualitative data collection tools.
- Ensure the quality during data collection, entry, verification, analysis, and reporting on actual achievements against set targets.
- Finalize the documents to ensure the organizational branding policy, formatting and visualization.

IV. Project Delivery:

- Gather information and ensure that these findings are accurately presented in all project reporting and tracking tools.
- Responsible for implementation of project systems to track program progress against indicators, collecting and verifying information, and maintaining performance monitoring plans, reports, work plans, and monthly reports.
- Document case studies, success stories, and best practices to support organizational learning and advocacy.
- Prepare reports and recommendations for program implementation
- Ensure all documentation meets the standards and requirements of donors and stakeholders.

VI. Organizational Development:

- Actively participate and document the information in meetings and attend organizational events, trainings, workshops, and seminars to contribute to both short-term objectives and long-term strategic planning initiatives.
- Implement organizational policies and guidelines, ensuring adherence to best practices and compliance standards.
- Foster strong working relationships by collaborating closely with team members and stakeholders, facilitating the exchange of project-related information.

The above list of responsibilities is not comprehensive, and the Monitoring & Evaluation and Documentation Officer may be required to take on additional responsibilities, as determined by the Line Manager or other team members, to meet organizational needs and requirements.

5. DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY (DEIA)

All duties will be carried out in a manner that supports and promotes absolute commitment to HERD International and its policies, including the promotion of gender equality, social inclusion, diversity, equity and accessibility. HERD International is an equal opportunity employer committed to providing equal employment opportunities for all individuals while valuing diversity and inclusiveness. We recruit, employ, train, promote, and compensate without regard to race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, medical condition, family care status, or any other basis protected by law.

6. SAFEGUARDING

At HERD International, safeguarding is at the core of our commitment. We define safeguarding as the proactive measures we take to protect the well-being and safety of our employees, clients, and the communities we engage with. Our unwavering commitment to safeguarding ensures that all individuals, especially children and vulnerable adults, are treated with the highest level of respect and are safeguarded from any form of harm or abuse. To maintain these standards, our selection process for all successful candidates includes safeguarding-focused interviews and a comprehensive due diligence process. HERD International is dedicated to providing a safe and respectful environment for all those who come into contact with our organization.

7. APPLICABLE POLICIES

All HERD international's policies and guidelines are applicable to its members of staff.

8. PERFORMANCE APPRAISAL

The performance appraisal of the position will be completed annually by the Line Manager as per the HERD international's performance appraisal system. In addition, the line manager may execute performance appraisal for specific issues in a specific period.

9. APPEAL

In cases of disagreement on disciplinary action, the staff has the right to appeal through the organizational appeal system.

10. JOB PROFILE

We are actively seeking a highly qualified Monitoring & Evaluation and Documentation Officer to join our team at HERD International.

If you are passionate about driving meaningful change and possess the qualifications and skills required, we encourage you to apply and become a vital part of our team, dedicated to improving the quality of life for communities we serve.

11. MINIMUM REQUIREMENTS

- **Educational Qualifications:** Master's degree, preferably in research methods, statistics, public health, social sciences, demography or a relevant discipline, from a recognized institution.
- **Professional Experience:** Minimum of two years of progressive experience in monitoring, evaluation and learning, research, and documentation.
- **Data Collection and Analysis:** Demonstrated experience in designing rigorous quantitative and qualitative data collection tools, data collection and analysis.
- **Monitoring and Evaluation:** Clear understanding on logical frameworks, performance measurement indicators, tracking sheet, program documentation and sharing approaches.
- **Report Writing and Communication Skills:** Proven ability to write analytical and comprehensive reports.
- **Sensitivity to Gender and Cultural Considerations:** Recognition and integration of gender and cultural considerations in project activities.
- **Language Proficiency:** Excellent spoken and written proficiency in both English and Nepali languages.
- **Analytical and Computer Skills:** Strong analytical and computer skills, including data analysis using software.

If you possess the necessary qualifications and competencies to excel in this role, we encourage you to apply and be part of our dedicated team. We encourage applications from women and people from diverse groups across ethnicity and geography.