

**Job Description for
Monitoring and Evaluation Coordinator
Justice and Rights Institute-Nepal (JuRI-Nepal)**

Pathways from trauma to empowerment – fostering social norms change through storytelling and collective mobilization project.

- Job Profile:** Monitoring and Evaluation Coordinator (Full time)
Responsible to: Project Team Leader of JuRI-Nepal
Responsible for: Following personnel of Project
Admin and Finance Coordinator, Behavioral Change and Communication Officer, Project Assistant
- Coordinating and or supervisory role for the following personnel from FEDO.**
Provincial Coordinators and Field volunteers
- Duty Station:** JuRI-Nepal Office, Lalitpur with at least 40% field visit in project district in Sudurpachhim and Karnali Provinces.

Background:

Main Purpose of the Job:

The Monitoring & Evaluation Coordinator will work as a member of the Project Management Committee. S/he will work under the direct supervision of the Project Team Leader. This position will implement project M&E plan, track progress/results and document lesson learnt to ensure effective implementation of the project.

Key Responsibilities;

- Design and update project M&E framework & M&E plan in line with project requirements (upon review of project design documents, description of activities, project log frame, work plan and other relevant documents provided by UN Women and JuRI-Nepal);
- Support the development and establishment of a robust, comprehensive programme database (linked to the project baseline data).
- Oversee maintenance and input of data into the project database. This includes guidance in the entry of data and oversight of quality of data entry by project team;
- Work with the project team in generating evidence to ensure smooth Mid-term and Final Evaluation by external evaluators.
- Lead on the capture and presentation of results-focused data (statistical, programme specific lessons learned, specific case studies etc.) and produce different knowledge products as per community needs;
- Provide technical support to field level staffs for their effective deliberation and quality documentation and reporting;
- Prepare project quarterly reports, research reports, annual reports and support to Project Team Leader on result based reporting as required by funding agencies and JuRI-Nepal's Executive Board.
- Coordinate with Province Coordinators and BCC officer to review, design training resource materials and facilitate the dissemination process as per need;

- Identify capacity needs/gaps of project team, partner staff and support on capacity enhancement in relation to M&E, documentation and result based reporting;
- Identify relevant good practices and update team members in regular basis.

Coordination:

- Closely work with and supervise the work of 'Province Coordinators' of FEDO to ensure delivery of project results referring to projects' quarterly plan.
- Coordinate with project field team for proper documentation, evidences and reporting.
- Build effective working relationships with wider stakeholders, including the local, provincial and federal government to ensure well-coordinated implementation of the project.
- Closely observe and work with target groups/CBOs to ensure their engagement on advocacy, capacity development and empowerment.

Capacity development:

- Facilitate project baseline study, survey, assessment and collect different data/information.
- Develop participatory tools for monitoring and capacity development in close coordination with project team leader and province coordinators.
- Develop knowledge management framework of project/project team.
- Draft/review different activities operation guidelines as per need of the project.
- Provide orientation to project staffs to ensure timely documentation, reporting and monitoring requirement of the project;

Lessons Learnt and documentation:

- Closely work with the project staffs to document and share lessons learnt, best practice, key challenges of the project.
- Document/Facilitate collecting case studies, audio videos, photographs and different evidences that can be reported to share project results.
- Create enabling environment to reflect, exchange information and learning experiences among project team and target groups.

Institutional development support to JuRI-Nepal:

- Streamline the project approach and strategies with the overall Strategic Plan and policies of JuRI Nepal, including its GESI and Governance policy.
- Provide technical support on reviewing, updating JuRI-Nepal M&E framework, result based reporting structures/guidelines.
- Assist/Develop JuRI-Nepal profile, update website, social media page and annual reports.
- Provide policy inputs to JuRI-Nepal as and when required.

Other responsibilities:

- Undertake other activities for the project as requested by the Project Team Leader and Executive Director of JuRI-Nepal.