

**Call of CV Roster for
Knowledge Management and Monitoring & Evaluation Expert
Justice and Rights Institute-Nepal (JuRI-Nepal)**

Title: Knowledge Management and Monitoring & Evaluation Expert
(Full time)

Level: Senior level

Responsible to: Executive Director and Project Team Leader/Manager

Responsible for: Following personnel of Project
District Coordinators, Finance Officer and other experts/staffs
Coordinating role with implementing partners and staffs

Duty Station: JuRI-Nepal Office, Lalitpur (with frequent visit to selected municipalities of Kailali, Doti and Rautahat districts).

Background:

JuRI-Nepal is collecting CVs from potential Nepalese candidates to prepare a roster of experts/possible staffs for upcoming potential opportunity in the area of Capacity Development Support to Elected Representatives to Advance Gender Responsive and Inclusive Governance and other related opportunities. It is contingent upon the successful acquisition of the Grant from donor/s. Therefore, interested and eligible candidates that meet the following criteria are encouraged to submit their CVs.

Main Purpose of this position:

In case of acquisition of grant, The Knowledge Management and Monitoring & Evaluation Expert will work as a senior team member of the organization and the project. 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 and support to prepare project reports.

Specification areas:

- Master's degree in social sciences, information and knowledge management, communications, or a related technical field;
- Minimum 5 years of relevant work experience in development planning, information and knowledge management, research and/or evaluation;
- Demonstrable ability to conceptualize, plan and execute ideas as well as transfer knowledge and skills;
- Proven writing skills, with an ability to convey complex ideas in a clear, direct style;
- Excellent knowledge of qualitative tools including but not limited to Most Significant Change Technique and Sense maker.

Required skills:

- Adept on Microsoft word, excel and PowerPoint.
- Well-developed interpersonal and communication skills.
- Data collection and analysis.
- Report writing.
- Knowledge on statistical analysis software.

- Planning, organizing and coordination skills.

Key Responsibilities:

- Develop and adapt M&E tools and frameworks in line with project requirements (upon review of project design documents, description of activities, project log frame, work plan and other relevant documents);
- Support in the development and establishment of a robust, comprehensive program database (linked to the project baseline data);
- Oversee maintenance and input of data into the project database. This includes entry of data and oversight of quality of data, their analysis and orient to the support staffs for securing data;
- Work with the project team in the evidence harvesting tasks to ensure smooth evaluation of the project by external evaluators;
- Support regular narrative reporting (internally and externally) to relevant stakeholders as required;
- Collect data from implementing partners and collaborate to collect relevant information for dissemination to internal and external audience as per the project need;
- Provide data base and support to prepare quarterly and annual report to the Team Leader/Program Manager;
- Work as 'Focal Person' to closely work with implementing partners and provide orientation and backstopping support to field based staffs to ensure proper documentation and timely reporting; And
- Identify capacity needs and support development of project team capacity in relation to M&E.

Coordination:

- Closely work with and supervise the work of 'District Coordinators' of Local partner NGOs 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, perception survey, assessment and collect different data/information.
- Develop participatory tools for monitoring and capacity development in close coordination with project team leader and district 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.

Procedures to submit CV: Qualified Nepali citizens can send their updated CV mentioning academic qualification, required knowledge and working experience in info@jurinepal.org.np or can drop CV to JuRI-Nepal, Jwagal, Lalitpur (house no 20, opposite of UN Park, Jwagal, Lalitpur) by no later than 17:00 Hrs, 13 August, 2023. For further information call at 01-5438909/5438910.