

**Terms of Reference (ToR)**  
**Monitoring and Evaluation Officer**  
**Justice and Rights Institute-Nepal (JuRI-Nepal)**

<b>Title:</b>	Monitoring and Evaluation Officer (Part time)
<b>Level:</b>	Mid-Level Officer
<b>Responsible to:</b>	Executive Director and Project Manager
<b>Responsible for:</b>	Following personnel of Project Governance and GESI Expert, Program Finance Officer, Admin. And Finance Coordinator and other experts/staffs.
<b>Duty Station:</b>	JuRI-Nepal Office, Lalitpur (with frequent visit to selected LGUs of Project Districts/locations).

**Background of the Organization and Project:**

Established in 2011, the Justice and Rights Institute Nepal (JuRI-Nepal) is a non-profit organization dedicated to addressing both existing and emerging challenges in human rights, accountability, and governance. Guided by the core principles of human rights, gender equality, and diversity, JuRI advocates for a zero-tolerance stance against all forms of violence, discrimination, and corruption. Committed to its independence from political and corporate influence, the organization brings together experienced human rights professionals specializing in areas such as the rule of law, gender, inclusion, disability, and social justice. JuRI-Nepal envisions a fair, just, and inclusive democratic society where every individual can fully enjoy their human rights.

JuRI-Nepal is currently collaborating with UNFPA as a National Implementing Partner for the 9th Country Programme Document 2023-2027. This program is strategically designed to strengthen national and subnational capacities to deliver survivor-centered, multi sectoral responses to gender-based violence and harmful practices, including child marriage. The initiative also aims to challenge and transform discriminatory social and gender norms that impede bodily autonomy and reproductive rights, while advancing sexual and reproductive health and rights. Through this partnership, JuRI-Nepal works to strengthen systems and mechanisms to more effectively address gender-based violence and promote sexual and reproductive health and rights, aligning with UNFPA's three transformative results.

As part of this ongoing collaboration with UNFPA, JuRI-Nepal is leading the implementation of program interventions across selected municipalities in the Koshi, Madhesh, Lumbini, Karnali, and Sudur Paschim Provinces. To ensure the effective delivery of this ambitious project, JuRI-Nepal is seeking a qualified Nepali candidate for the position of Monitoring and Evaluation Officer.

### **Main Purpose of this position:**

Monitoring and Evaluation Officer will work as a team member of the organization and the project. S/he will work under the direct supervision of the Program Manager. 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.
- Familiar with UNFPA's Kobo toolbox based data-base management system and reporting.
- Sensitive to GEDSI specially SRHR, harmful practices, GBV and CSE issues

### **Required skills:**

- Adept on Microsoft word, excel, PowerPoint and data-base Apps including kobo toolbox.
- Good interpersonal and communication skills.
- Data collection and analysis in a GEDSI disaggregated way.
- Report writing.
- Knowledge on statistical analysis software.
- Planning, organizing and coordination skills.

### **Key Responsibilities:**

- Develop M&E plan, M&E framework, tools and techniques 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 Program Manager;
- Identify capacity needs and support development of project team capacity in relation to M&E.

- Support program team to implement project activities as and when required as team member of the project and take responsibility to lead the events esp. at local level.

**Coordination:**

- 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.

**Capacity development:**

- Facilitate to develop data collections tools and collect different data/information.
- Develop participatory tools for monitoring and capacity development in close coordination with project team leader and team of UNFPA and their local implementing partners.
- 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.

**JuRI's Commitment to Safeguarding:**

JuRI upholds zero-tolerance policy against Preventing Sexual Exploitation and Abuse (PSEA) and Fraud and Corruption. JuRI's members, personnel and service providers/consultant firm and individual consultant must adhere to the standards. Every Personnel should not have any criminal record and any record of involvement in sexual exploitation and abuse in the past. Similarly, they should not have any record of fraud and corruption. Personnel's should commit and assure that during this contract period and in the future, it shall not associate, engage with, or in any manner connected with activities, interests, or relationships, that could result in an actual or potential conflict of interest or could create the appearance of a conflict of interest or constitute a violation of the Preventing Sexual Exploitation and Abuses (PSEA) and fraud and corruption.