



Vacancy Announcement

Mercy Corps is an international, non-governmental humanitarian relief and development agency that exists to alleviate suffering, poverty and oppression by helping to build secure, productive and just communities. Mercy Corps began operations in Nepal in 2005, and since then has implemented projects in the sectors of agriculture, food security and nutrition, financial services, youth engagement, and disaster risk reduction/ climate change adaptation.

Mercy Corps invites applications from all interested and potential Nepali candidates for the following position:

1. Monitoring, Evaluation, and Learning (MEL) Advisor- 1 (Kathmandu based with frequent travel to field)

Please refer to nepal.mercycorps.org for the full position description.

“Fostering a diverse and open workplace is an important part of Mercy Corps’ vision, and we encourage people from all backgrounds, especially women and members of disadvantaged groups to apply. Mercy Corps is an Equal Opportunity Employer”.

Interested candidates are requested to submit cover letter and Mercy Corps Application Form available at

<http://nepal.mercycorps.org> by March 09, 2016 to the address below:

Only shortlisted candidates will be contacted for further selection process. Telephone enquiries will not be entertained.

Attn: Human Resources Department

[Please mention the title of the Position on the subject line of the e-mail while applying]

Email to: jobs@np.mercycorps.org



POSITION DESCRIPTION

Position Title: Monitoring, Evaluation, and Learning (MEL) Advisor
Duty Station: Kathmandu with frequent visits to the field.
Position Category: Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/>
End Date:
Salary Level:
Grants: Allocated across all country cost centers
Current Employee:

PROGRAM/ DEPARTMENT SUMMARY:

Mercy Corps is an international, non-governmental humanitarian relief and development agency that exists to alleviate suffering, poverty and oppression by helping to build secure, productive and just communities. Mercy Corps works amid disasters, conflicts, chronic poverty and instability to support people, communities and organizations that can bring about positive change. Driven by local needs, our programs provide communities in the world's toughest places with the tools and support they need to transform their own lives. For more information, see www.mercycorps.org.

Mercy Corps began operations in Nepal in 2005, and since then has implemented projects in the sectors of agriculture, food security and nutrition, financial services, youth engagement, and disaster risk reduction/ climate change adaptation. To date, this programming has reached over 1.8 million people in 43 districts. Mercy Corps Nepal works to build the absorptive, adaptive and transformative potential of vulnerable individuals, communities and groups across Nepal. The goal is attained through a systems-based approach to market development, financial services, disaster risk reduction, climate change adaptation and youth engagement.

The MC-N Monitoring, Evaluation, and Learning support unit seeks to support program quality by strengthening causal frameworks, build processes for iterative design and adaptive management, increase evidence-based learning from and within country programming, advise on data collection methods and support the analysis of impacts, and to build capacity of program teams to utilize optimal data collection tools, M&E work flows, methodologies, technologies and software platforms, and reporting protocols.

GENERAL POSITION SUMMARY:

The Country Monitoring, Evaluation, and Learning (MEL) Advisor provides technical leadership and advisory to all Mercy Corps Nepal program teams on design, monitoring, evaluation, learning, and Communications strategies and functions.

ESSENTIAL JOB FUNCTIONS:

1. Contribute directly to new concept, proposal, and program development and design with relevant program technical teams, Finance, HR, and Operations, including but not limited to assessments, results and logical frameworks, and inputs to proposals and other design documents.
2. Contribute to project-level M&E planning and system development at program start-up, including facilitation of thorough indicator planning, advising on designing data collection tools and methodologies, M&E work flow, database design and protocols, secondary research to inform baseline assessments and measurement frameworks, and ensuring a high level of standardization across all projects and conducting.
3. Champion the inclusion of qualitative data collection and analysis for both direct and supplemental measurements of program performance. Train teams in appropriate methods for focus group discussion and key informant interviews and lead field-based qualitative data collection as needed.



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4. Steward the use of the XLS Form syntax to author data collection forms for the ODK Collect application for mobile devices. Create ODK forms for various projects and train key program staff to create and edit forms.
5. Develop a database protocol for each ODK form created that allows teams to migrate data from a cloud aggregator (like Ona.io) to a database.
6. Technical advisor for technology for data management systems and real-time data flow, utilizing appropriate software platforms for cloud aggregation, data processing and manipulation, and data visualization and utilization. This includes learning and testing new software platforms, as well as working with tech partners, to develop both project and country-level information management systems.
7. Along with the MEL Coordinator, assist teams to integrate and utilize Mercy Corps' agency-wide software tool for Project Management (Tola Activity) and Data management (Tola Tables). This includes integration of other software platforms that allow for projects to complete a data flow "system," as well as address Project Management needs unmet by Tola.
8. Assist teams in setting up appropriate summary statistics and relational calculations in program databases and link them to tracking dashboards. Help develop the appropriate work flow
9. Ensure incorporation of Alpha indicators from Mercy Corps' Design for Impact Guide (DIG) – as well as standard DIG indicators wherever possible and appropriate – into new tools developed during the design phase (Logical Frameworks). In the absence of relevant and/ or sufficient DIG indicators
10. Drive the capacity building of project and program staff on design and M&E concepts through trainings and new hire orientation, including designing and delivering formal trainings. Design comprehensive orientation for all new staff.
11. Work closely with MEL Coordinator and MEL Officers to develop and improve a country-level database and performance dashboard and use that to create regular internal and external data reports. Assist Program Managers to better understand and analyze their data.
12. Work to create a dynamic, responsive M&E support unit across country programs through the considered use of M&E staff, through sharing of resources, time and efforts as a percentage of their collective efforts.
13. Proactively build a strong M&E community of practice among the Mercy Corps Nepal project portfolio and foster opportunities for learning, crosspollination, and collaboration. Support the Director of Programs in the organizing and facilitation of regular program coordination meetings with senior program staff.
14. Represent Mercy Corps Nepal in M&E and research forums with the broader humanitarian community.
15. As requested, contribute to organizing media visits or donor visits.
16. All team members are responsible for spending 5% of their work time in formal and/or non-formal professional learning activities in line Mercy Corps' agency-wide Organizational Learning Initiative.
17. Mercy Corps team members are expected to support all efforts towards accountability, specifically to our beneficiaries and to international standards guiding international relief and development work, while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects.
18. Conduct himself/herself both professionally and personally in such a manner as to bring credit to Mercy Corps and to not jeopardize its humanitarian mission.
19. Other duties as assigned.

SUPERVISORY RESPONSIBILITY:

Along with the country-level MEL Coordinator, act as technical lead for M&E staff and/or consultants when leading specific studies or tasks.

ACCOUNTABILITY

REPORTS DIRECTLY TO: Director of Programs

WORKS DIRECTLY WITH: MEL Coordinator, Country Director, Director of Programs, Project and Program Managers, all program staff, and Admin/ Logistics Officers.



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KNOWLEDGE AND EXPERIENCE:

- A Masters degree in evaluation, statistics, business, economics, development or related field.
- Experience in monitoring and evaluation within the development sector, specifically:
 - Experience with quantitative, qualitative, and participatory research methods
 - Knowledge of data management and data analysis
 - Knowledge of project design, including project logical frameworks
- Ability to present in front of groups, including presentations, orientations, meetings, and conducting trainings.
- Strong writing skills.
- Strong computer and software skills, including MS Office, statistical packages, database software, data visualization platforms, and mapping software. A strong aptitude to research and learn new software platforms and technologies for data collection, management, analysis, utilization, and presentation.
- Strong team coordination, listening, and consensus building skills.
- Excellent oral and written English skills.

SUCCESS FACTORS:

Above and beyond all, the desire to help improve Mercy Corps' programs and ultimately to help the people we are working with is the most important factor of success. Equally, a keen sense of teamwork will be vital, as the MEL Advisor must become a working partner of the Project/Program Managers without having supervisory or budgetary oversight. In order to be effective, the MEL Advisor position requires technical leadership to program M&E Officers while building consensus and being seen by Managers as adding value to project team efforts in order to be effective. The MEL Manager will need to be flexible and creative, believe strongly in accountability and transparency, and possess a strong sense of research ethics, including sensitivity towards people we are collecting data from and a desire for accuracy. Knowledge of – and passion for – the sectors in which Mercy Corps works (agriculture, microfinance, food security, youth, disaster management, natural resource management, climate change adaptation), as well as the ability to learn and adapt to new technological platforms, will also contribute to success.

SIGNATURES:

Employee

Date

Supervisor

Date