Job Description

Job Title: Research, Monitoring, and Evaluation Coordinator
Responsibility Level: Coordinator
Employee's Name: Vacant
Grade/Steps: Grade: Step:
Supervisor / Evaluator: Head of Programs (HoP)
Co-Evaluator: Country Coordinator
Workstation: Country Office, Lalitpur
Job Type: Full-time

Job Summary:

The incumbent will be responsible for leading the research, M&E and KM related organizational tasks in collaboration with the Head of Programs, Country Coordinator and other program team members at Country Office, Lalitpur.

S/he will be primarily responsible for identifying areas of research, studies, learning and developing KM products. Moreover, further analysis envisioned within the program and across projects, research protocols and leading research management. The findings from the studies to be utilized in programs and projects to inform and guide interventions and approaches.

Meanwhile, identify areas of capacity building needs of the M&E staff across the projects and facilitate training and mentoring. Moreover, update and upgrade the existing M&E system, process and tools.

Regularly, consolidates, monitors and reports the organizational achievements made through different projects at program level and share among the program team. In addition, meet internal and external reporting requirements.

S/he will report to the head of programs and work closely with the program colleagues at the country office and across projects.

The specific job responsibilities of the Employee will be as follows:

1. Research and Studies

- Lead the identification and development of operational and implementation research areas which will contribute to program quality and evidence-based practice by informing the program and project interventions and approaches
- Lead research design and management and provide advisory support to projects on developing data collection methods, data analysis and interpretations

- Develops various types of instruments of data collection, pilot and finalize those instruments in order to carry out research.
- Capacity and experience in selection of samples, administers different type of instruments of data collection, successfully managing data
- Analyze qualitative and quantitative data, including data from surveys, interviews, focus group discussions, field observations using relevant techniques
- Facilitate dissemination and appropriate communication of findings and maximize the utilization of research to improve policy and practice.
- Ensure research ethics during planning and implementation of research activities. Liaison with the relevant ministries, academia and ethical review board such as NHRC for ethical approval with support from Head of Programs and Technical Specialists

2. Monitoring, Evaluation

- Update and upgrade the M&E systems as and when necessary
- Establish organizational level consolidation of the progress made in LNOB approach by different projects as an acountability adopted by the organization
- Coordinate and ensure proper functioning and utilization of online reporting system (LogAlto). Seek necessary guidance and support from FAIRMED HQ focal point to implement Log alto.
- Lead or support to develop Log frame, M&E Plan, M&E tools and indicators for projects
- Identify the capacity development needs of project staff on M&E and Research and contribute to develop that capacity though mentoring, training, self-studies or appropriate learning exposure
- Lead compilation and consolidation of the data/information from the M&E system to generate reports
- Share the M&E system generated progress results, updates and trend and patterns, learnings on programs and projects
- Facilitate the baseline survey, midterm and final evaluation of projects working in collaboration with external independent researchers, academia, SWC and other relevant stakeholders
- Provide critical review, creative and constructive feedback to the survey and evaluation reports
- Conduct and facilitate regular monitoring of the project activities, provide timely feedback and guide the project performance to meet the defined log frame targets and program quality standards

3. Knowledge management

- Work with Head of Programs (HoP) to develop and implement mechanisms for evidence generation and promotion of knowledge management.

- Lead organizational knowledge management and ensure the quality of knowledge management processes, platforms and content of the products
- Promote knowledge capturing and sharing within and outside the organization. This includes identification and documentation of good practices, inter project and cross thematic knowledge sharing through appropriate channels
- Keep up to date on latest developments in all organizational program thematic areas and contextualizing and sharing that knowledge
- Lead to address barriers to sharing information and the flow of knowledge and facilitate demand and supply of knowledge
- Ensure editorial management and content appropriateness of all KM products such as thematic position papers, technical briefs, annual report, including updates in online/webpage platforms in close coordination with the communications colleagues and thematic specialists

3. Networking, advocacy and resource mobilization

- Represent FAIRMED at appropriate health system platforms, and technical groups related to research, Monitoring and Evaluation
- Share FAIRMED's organizational progress in terms of system support and partnerships at appropriate platforms
- Evidence based advocacy with government and other stakeholders at relevant international, federal and provincial levels
- Support in program and project development by providing appropriate and relevant information, data and project learnings. Draft Log frame (result framework) of the new projects working with the technical specialists and head of programs

4. Line Management and Supervision

The incumbent will report to the Head of Programs. S/he is responsible as a technical supervisor of Monitoring & Evaluation, Documentation and Knowledge management staff of different projects.

5. Required qualifications and competencies

- Master's degree in public health and or any other relevant health or social sciences with health system experience
- At least 7 years' experience in research, monitoring, evaluation, developing and implementing monitoring and evaluation strategies, knowledge management
- Experience of conducting quantitative and/or qualitative research or studies preferably operational and or implementation research
- Proven knowledge of current issues and innovation in M&E, KM systems and methodologies
- Experience in the usage of frequently used decent statistical software packages

- Ability to develop project log frame, M&E systems, and implement data quality assurance mechanism
- Skills to critically analyze data and generate relevant reports to guide programme to make decisions
- Experience in capacity development of staff and or partners in research, monitoring & evaluation, information management system
- Proven experience of working in health system research, monitoring and evaluation systems
- In depth understanding of the health system information management system and web-based platforms and tools
- Excellent verbal and written communication skills in English and Nepali.