

## Terms of Reference

**Post title:** M&E Officer

**Duration:** One year with possible extension

**Duty Station:** National Centre for AIDS and STD Control (NCASC), Kathmandu

### **Duties and Responsibilities:**

The principle role of the above position will be to take forward the work started by the National Centre for AIDS and STD Control (NCASC) by making the M&E system and guidelines operational in Nepal. The Officer will be dedicated to the strengthening of all related monitoring and evaluation activities of the national HIV/AIDS programme in Nepal. Under the overall guidance and supervision of the Director of NCASC, the M&E Officer will be primarily responsible for the following:

- To take lead role for ensuring functioning of the core Monitoring and Evaluation activities of the national HIV/AIDS programme in Nepal.
- To facilitate the implementation of the National Monitoring and Evaluation strategy and guidelines ensuring the program performance for better response to HIV AIDS program.
- To ensure that M&E plan is incorporated in all HIV/AIDS programs including agreements with the implementing agencies.
- To operationalize the national Monitoring & Evaluation system. The key task is to lead in the NCASC's implementation and monitoring of National M&E plan.
- Ensure that appropriate indicators for programme are selected so that it can track changes in the service provided and in the desired outcomes thus reached to informed decisions regarding the effective and efficient use of programme resources.
- Compile data received from District (Public) Health Offices and/or relevant implementing partners at the national level, including the design and maintenance of data storage; analysis and interpretation of monitoring data; reporting and dissemination of results to Strategic Information Technical Working Group and Partners.
- Work in close coordination with Strategic Information Technical Working Group (SITWG) by providing technical inputs in the national SI priorities and issues.
- Liaise with District (Public) Health Officers, partners and M&E staff and maintain regular coordination and communication with visits to programme sites to ensure quality data is collected and core indicators and logical framework used.
- Assist to organize periodic review and evaluation activities and prepare and document M&E / progress reports.
- Develop M&E capacity through capacity building activities and on the job training.
- Support the collation and utilization of data to inform policy and strategy on HIV/AIDS, including the mobilization and allocation of resources.
- Provide support in the preparation, collation and dissemination of major national HIV/AIDS factsheets and reports.

- Support Monitoring, analysis and synthesis of the national programme contribution to the national response among others.
- Other duties related to the monitoring and evaluation function of the national centre and directed by NCASC Director.

**Required Qualification:**

Masters degree in Public Health

**Work Experiences and Competencies:**

- At least 5 years experience in health projects/programmes of which 3 years experience in M&E training and experience in logical framework, project management
- Strong understanding in 12 components of functional M&E system
- Experience in Health Information Management System (HMIS), public health informatics in developing countries
- Currently involved in the health sector monitoring and evaluation at national level will be strongly preferred
- Training and experience in logical framework, project management and monitoring & evaluation and setting up monitoring (and evaluation) system in health.
- Strong understanding and experiences of operational research in health preferably in HIV and AIDS
- Documented track records in partnership, technical collaborations and liaison with different national and international partners is highly preferred

**Other Competencies:**

- Understanding of fundamentals and applications of monitoring and evaluation, biostatistics and health information management
- Excellent analytical and synthesis skills and data management skills
- Good communication/negotiation skills
- Monitoring skills (Qualitative and Quantitative) to service delivery points, NGO partners
- Ability to work in team with diverse technical background and experiences
- Very good computer skills (including Microsoft Word & Excel, Access, STRATA or other database/statistical soft ware).
- Understanding of financial management and budgeting of development programmes desirable

**Language Requirements:**

- Excellent knowledge of written and spoken English and Nepal