

Terms of Reference

Position title: Monitoring and Evaluation Assistant - II

Duration: One year with possible extension

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

Duties and Responsibilities:

Overall guidance and supervision of the Director of NCASC ; (targeted interventions among key populations at higher risk to HIV), the Monitoring and Evaluation Assistant will perform the following tasks:

- To assist in managing information management related to monitoring of targeted interventions among key populations at higher risk of HIV and sexually transmitted infections (STIs), and support to improve the HIV/STI information management system primarily related to HIV case reports, service provisions and behavioural information among key populations at higher risk of HIV/STI, including HIV and STI surveillance
- With the guidance from the supervisor, timely update the recording and reporting tools for data collection from the service sites and provide necessary technical inputs for up-to-date status of routine data collection
- Track the data collection status from implementing partners, NGOs and report
- Manage the collected data and prepare reporting that include the reporting requirement of the Global Fund PUDR, the government, and pool fund partners
- Assess the data quality of reported information and provide concrete feedbacks to service sites (both the government and NGOs) for timely improvement
- Analyze the data and track the performance against set indicators, prepare programme specific and overall reports and support in developing plan for improvement
- Assist in updating National HIV Strategic Information (SI) framework for smooth implementation of operational and strategic plans of national response to HIV/STI in Nepal
- Assist in routine assessment of Monitoring and Evaluation (M&E) systems and tools and implement activities according to the approved M&E plan
- Support organize periodical review and evaluation meetings
- Conduct supportive monitoring visits in the service sites, prepare reports including plan for improvements
- Assist in communicating relevant M&E information to stakeholders as suggested by supervisor
- Work closely with other members of the Strategic Information Unit of NCASC
- Document the reports/records of research conducted by various agencies and facilitate its dissemination
- Perform other related duties as required and asked by the supervisor and Director of NCASC

Required Qualification:

- Bachelor's degree in Public Health. Master's degree in Public Health or Statistics is preferred.

Work Experiences and Competencies:

- At least one year of experience in health related data management and analysis preferably in HIV and STI interventions
- Documented experience in data monitoring and providing technical support to projects and/or programme M&E is highly preferred
- Thorough understanding of government monitoring & evaluation (M&E) systems, tools and procedures in health sector information management
- Demonstrable understanding of the flow of data and basic statistics
- Excellent command of MS Office, database programs, and statistical software packages such as SPSS and Epi-data/Epi- info
- Training and experience in logical framework, project management, M&E and target setting
- Proven ability to operate within a close team working environment, producing multiple outputs and meeting deadlines

Language Requirements:

Fluency in writing and speaking English and Nep