

**Position: MEL Officer**

Environment and Rural development Center (ENRUDEC) has made a partnership with Helen Keller International to implement USAID Integrated Nutrition Activity in Banke district. USAID Integrated Nutrition's primary goal is to improve the nutrition status of women, adolescents, and children in Nepal's underserved and marginalized communities. The activity will tackle the direct and underlying determinants of malnutrition in Nepal while strengthening the national and local enabling environment to implement multisectoral nutrition programs through four synergistic intermediate results. Success will be measured by improvements in nutrition status indicators among women of reproductive age, adolescents, and children.

**Position Overview**

Under the direct supervision of the Executive Director/Program Coordinator, and with technical guidance from the USAID Integrated Nutrition province office, the MEL Officer plays a crucial role in the design, development, and implementation of the USAID Integrated Nutrition program in the municipalities of the district(s). The Position holds overall responsibilities for data management, monitoring/data verification writing up success stories and assisting the periodic updates and report writing at the district level. The position holder leads all MEL plan and activities and document all program related activities the district team to deliver effective, inclusive, accountable, and sustainable nutrition programming, encompassing health, agriculture, WASH (Water, Sanitation, and Hygiene), and governance. . Additionally, the coordinator will ensure that Gender and Inclusive Development (GID) principles are integrated into the delivery of the USAID Integrated Nutrition program.

**Specific Responsibilities****Data collection and management**

- Ensure that all data are collected based on the frequency specified in the monitoring and evaluation plan, and that all data meet the USAID-integrated nutrition quality standards.
- Update day to day data records including attendance sheets; minutes from meetings, training, workshop, and so on; file and enter all data in prescribed electronic systems.
- Complete data entry of training and events immediately after completion of activities.
- Ensure the use of appropriate M&E tools and templates at the district and municipal levels.
- Conduct data entry in prescribed software by USAID-Integrated Nutrition.
- Assist the Program Coordinator to collect Municipal Officer, Municipal Nutrition facilitator reports, ensuring that information is complete and accurate.
- Ensure safe storage of all data following standard ethics of confidentiality and make data available to USAID-Integrated Nutrition staffs when needed and appropriate.
- Participate in Data Quality Audits (DQA) and maintain data quality.

- Support with the orientation of Municipal Officers to M&E tools and the use of smart phones for data collection, including ward-level census, household visit checklists, and so on.

**Monitoring and quality assurance:**

- Make regular field visits to collect and verify data and ensure that USAID-Integrated Nutrition MEL systems are followed for all district activities.
- Compile routine data and provide feedback to Municipal Officers.
- Support all MEL activities carried out in the district, as and when required by USAID – Integrated Nutrition.
- Write case studies/success stories and submit regularly, based on USAID – Integrated Nutrition required frequency.
- Analyze reports, monitor data and help to use the findings to improve program performance.

**Documentation and reporting:**

- Regular collection and review of progress reports submitted by Municipal Officer and Municipal Nutrition Facilitators.
- Collect and compile reports including regular periodic reporting, tools and event completion reports from DHIS-II systems.
- Produce hard copies of documents, progress reports, data, case studies and other documents in consultation with the PC/ED.
- Support the preparation of field trip reports, monthly work plans, and other key documents; ensure all are maintained and filed for reference.
- Support PC in the preparation of activities and event reports.
- Assist and support the PC in preparing program updates, presentations for meetings and workshops, etc.

**Others:**

- Share ideas on evidence based while preparing district work plan.
- Fulfill additional tasks related to PNGO-level USADI-Integrated Nutrition MEL functions as and when called upon or as per requests made by the supervisor.

**Skills:**

- Ability to solve problems thoughtfully, inspire trust and confidence, and be open to different viewpoints.
- Capable of making decisions in dynamic environments with foresight on future needs. Capable of building, managing, and coordinating teams.
- Able to delegate responsibilities effectively and mentor staff.
- Ability to work with a diverse range of stakeholders, including implementers, government officials, and development partners.
- Proficiency in English and Nepali both in written and spoken. Proficiency in major local languages of the province is strongly preferred.
- Must have computer skill with updated on latest version on Microsoft Word, Excel and PowerPoint
- Must have a two-wheeler driving license and willingness to travel to remote project areas.

The MEL Officer should demonstrate respect for all individuals regardless of religion, ethnicity, caste, class, or gender, with a high comfort level working in a diverse environment and a demonstrated commitment to high professional ethical standards and comply the ENRUDEC, Helen Keller and USAID rule and regulations.