

Job profile

MONITORING & EVALUATION LEAD

**Practical
ACTION**

Practical Action

ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world's toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We're a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS

We help people find solutions to some of the world's toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimising their impact on lives and livelihoods.

HOW WE WORK

We work on holistic solutions that change systems and have a framework to help us achieve our aims:

- Analyse the root causes of a poverty and vulnerability
- Define the change at scale we need to make
- Develop activities along three complementary paths: *Demonstrate, Learn and Inspire*.
 - Demonstrate that our solutions are sustainable in the real world
 - Learn by capturing evidence and adapting our approach
 - Inspire wider support to multiply our impact.

OUR ORGANISATION

Practical Action is an unconventional, multi-disciplinary changemaking organisation

- A highly innovative community development charity operating in Africa, Asia and Latin America. **Practical Action** community projects use ingenious ideas to design, test, refine and prove new ways to overcome poverty and disadvantage and then ‘open-source’ knowledge of what works so that it can be implemented at a greater scale by others.
- A world-class consulting operation that helps socially responsible business, government policy makers and other development organisations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert consultants. **Practical Action Consulting** helps to extend the reach of our influence by providing the best advice to others, whose work can make a bigger difference.
- A well respected specialist development publisher. **Practical Action Publishing** brings together development practitioners, researchers and thought leaders to create publications that stimulate discussion, strengthen peoples’ capabilities and inspire sustainable change.

ABOUT THE PROJECT

The United States Agency for International Development (USAID) Bureau for Humanitarian Assistance (BHA) works to save lives, alleviate human suffering, and reduce the impact of disasters by helping people in need become more self-reliant. BHA is responsible for planning, coordinating, developing, achieving, monitoring, and evaluating international humanitarian assistance falling into two conceptual areas: 1) humanitarian response during emergencies and 2) Early Recovery, Risk Reduction, and Resilience (ER4) activities to address longer-term recovery after emergencies.

USAID has announced Round 04 - Nepal Early Recovery, Risk Reduction, and Resilience (ER4) Activity whereby it focuses on enhancing the disaster management capacity of the Government of Nepal (GoN) and the highly vulnerable, disaster-prone communities, empowering them to reduce risks and improve their ability to mitigate, withstand, respond to, and recover from disasters.

The position of Monitoring & Evaluation Lead has been advertised in anticipation to serve the above mentioned activity.

JOB PROFILE

Purpose, Scope and Relationships

The purpose of the M&E Lead is to design and implement a comprehensive M&E framework, including a database for storing and aggregating data ensuring alignment with project goals to track outcomes and inform project leaders.

The scope is to be responsible for the overall monitoring and evaluation of the project and to provide technical expertise and leadership to ensure high-quality evidence and data are generated and analysed through effective monitoring, assessments, and evaluations. The role supports mid-term and final evaluations with a focus on safeguarding and inclusive, gender-sensitive data.

The key working relationship is with the project team and will develop close working relationships with the Country Management Team, Country MEL Lead, Programme Managers, Global MEL Team and any other relevant Regional Teams. The role will engage with relevant research and learning teams including consultants.

Job Functions and Responsibilities

- Lead and design M&E Plan and Framework, Theory of Change, logframe, performance indicator sheets, data protection SOPs, and disaggregation strategies.
- Establish and manage all primary M&E system components, including protocols for data flow, information management, budgeting, staffing, capacity building, and technological solutions.
- Foster a collaborative, learning-oriented environment through regular sessions to review monitoring data, document insights, and discuss evaluation findings; support program management with data-driven improvements.
- Advocate for qualitative data collection and analysis as a critical element of program performance measurement.
- Keep the Chief of Party informed of any issues that could impact the implementation of activities as outlined in the Theory of Change.
- Ensure adherence to USAID/BHA and Practical Action policies for M&E and data record management.
- Develop and implement an information management system, including data collection, storage, processing, visualization, and reporting to support indicators and adaptive management needs.
- Design data flows that ensure alignment between indicator definitions, tool matrices, databases, and sampling to deliver accurate, high-quality, and timely data.
- Conduct periodic Data Quality Assessments (DQAs) and implement necessary adjustments to maintain alignment with USAID and Practical Action standards.
- Conduct safeguarding risk assessments for the program and partners, integrating safeguarding measures into project plans to address identified risks. Establish feedback mechanisms to address safeguarding issues at both programme and partner levels, with support from Country Office safeguarding focal points.
- Create a respectful, accountable team environment with clear expectations, providing resources and support for achieving excellence.

- Develop a professional development plan to build M&E skills and foster a culture of learning and data reflection among M&E and partner staff.
- Lead team training in appropriate data collection methods such as surveys, focus group discussions, and interviews, and manage qualitative data collection as needed in communities.
- Build collaborative relationships with partner organizations, national and international agencies in target areas, ensuring rigorous data contributions to the program.
- Conduct due diligence on partner M&E systems and lead workshops to strengthen partner capacity in data collection, analysis, and reporting.
- Work closely with Global and Country M&E, research, and learning teams; lead baseline and evaluation designs and support learning systems.

Organizational Policies, Safeguarding and Code of Conduct

- Ensure that all involved acting on the organisation’s behalf is well aware on Safeguarding Policy, Diversity and Dignity in the Workplace Policy, Code of Conduct, Fraud policy and Whistleblowing policy.
- Ensure beneficiaries whom we work with are aware of the safeguarding policy including the reporting lines when appropriate.
- Be responsible that anyone acting on our behalf has signed up to the Safeguarding and Code of Conduct policies
- Ensure our ethics and values, as set out in our Code of Conduct and related policies, including safeguarding, are embedded in team culture and well modelled by others. Ensure that reporting structure is well promoted and respond to all concerns appropriately.
- Responsible for gender responsive behaviour in all actions and decisions. Ensure non-discriminative behavior based on gender, age, sex, race, ethnic background, culture, disability, nationality, religion and marital status. Is sensitive and adaptable to gender and social inclusion

PERSON PROFILE

To be successful in the role, the ideal candidate will be able to demonstrate:

EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none"> • 5+ years of professional experience in designing and implementing M&E systems in the context of humanitarian response or DRR programs. • Extensive experience in developing and implementing M&E systems for humanitarian response, early recovery, and DRR programs of similar size and complexity. • Proven ability to build or strengthen monitoring systems, design surveys and sampling strategies, and utilize both quantitative and qualitative analysis to support evidence-based program management. Strong understanding of the risks faced by marginalized and vulnerable groups. • In-depth knowledge of USAID M&E guidelines, systems, and reporting requirements. • Proficiency in statistical softwares for processing, analyzing, and
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interpreting data.

- **Expertise in data visualization and report writing, with the ability to translate complex technical information for non-technical audiences.**
- **Demonstrated experience in recruiting, developing, and managing M&E staff and teams.**
- **Proven ability to build and maintain relationships with project stakeholders, local partners, and organizations.**
- **Fluency in English, both spoken and written, with strong oral and written communication skills.**
- **Excellent demonstrated intercultural, interpersonal, and negotiation skills.**
- **Strong commitment to safeguarding and Diversity, Equity, Inclusion and Belonging principles.**

**BEHAVIOURS
&
MOTIVATIONS**

The most important practical behaviors, for role success are:

- **Completing**
- **Collaborative**
- **Creative**
- **Dynamic**

Qualifications:

Master's degree in statistics, economics, or a related field with substantial coursework in quantitative methods.

Line Manager

Date:

Employee

Date: