

**WORLD WILDLIFE FUND
POSITION DESCRIPTION**

Name	:	
Position Title	:	Regional M&E Specialist
Reports to	:	Project Head
Duty Station	:	Kathmandu, Nepal
Travel Frequency	:	Frequent Travel to project sites

Major Function: The Regional Monitoring & Evaluation Specialist develops and executes strategies that support the project in Nepal and regional offices in other countries. The incumbent will be responsible for overall monitoring and evaluation of the project. S/he will be responsible for designing and implementing a comprehensive monitoring and evaluation system that operates at multiple levels, from local to national, and will establish baseline data; leads collation of data that measure progress, track effectiveness, and provide continuous assessment of progress toward project targets and benchmarks; ensures quality control and rigorous monitoring and evaluation; and provides inputs and data for donor reporting.

Major Duties and Responsibilities:

1. Designing

The Regional M&E Specialist will be responsible for designing and revising the monitoring and evaluation framework. S/he will also develop and update results frameworks, performance management plan (PMP) and performance measure summary table for the project in close coordination with project staff. Develop formats and checklists for participatory monitoring at all levels of the project. Design a template for database management (indicator, baseline data and targets) using the state-of-art technology.

2. Monitoring and Evaluation

The Regional M&E Specialist shall conduct regular monitoring of the project as per the adaptive management schedules. Supervise and support the aggregation, analysis, and dissemination of programmatic data (qualitative and quantitative) obtained from field monitoring to assess the effectiveness and outcomes/impacts of the project activities. Supervise and support database establishment and management according to PMP. The Regional M&E Specialist shall also communicate regularly with the donors to update on the progress and effectiveness of the activities and the results. Conduct the quarterly and annual reviews. Carry out field monitoring of project sites with other partners. Support in conducting the mid-term and final evaluations of the project.

3. Reporting and Compliance

The Regional M&E Specialist shall prepare quarterly and annual performance reports in line with the annual work plan to measure progress towards attaining milestones (results). S/he will be responsible to ensure that all project activities comply with the donor requirements. Responsible for documenting and disseminating best practices and lessons learned at all stages of project cycle management. Ensures timely reporting of monitoring activities to donors.

4. **Knowledge Management**

The Regional M&E Specialist shall create and maintain a programmatic database according to the requirement of the M&E plans. Collect and collate monitoring data from project offices to measure progress, contribution and impacts against the project targets and milestones (output, outcome, and impact). S/he will collect, update, maintain, and disseminate the programmatic database to the wider audience. Coordinates with the partners on organizational lesson learning processes through the project monitoring processes.

5. **Capacity Building**

The Regional M&E Specialist will be responsible in training the project staff through workshops on monitoring and the associated tools and methodologies. Designs and conducts sessions on the concepts and practices of monitoring with partners.

6. **Planning and Coordination**

The Regional M&E Specialist will coordinate with partners for effective implementation of project monitoring framework. Coordinates with the donor and partners in strengthening the M&E of the project. Coordinates with other development agencies, I/NGOs, and Projects to learn from their experiences of monitoring and impacts. Participates and represents in all relevant meetings and interactions whenever required or appropriate. Undertakes coordination and executive meetings of the project with all partners and donors.

7. **Supporting Duties and Accountability**

The Regional M&E Specialist will be responsible for providing feedback to the project staff in the planning process based on the lessons learned from monitoring activities. Facilitates lesson learned sessions during quarterly and annual performance reviews. Provides technical inputs for research, planning and management services to the project. S/he will be accountable to ensure that M&E system is compatible with the donor standards/framework. S/he will also be accountable for aggregation, analysis and dissemination of programmatic data obtained from field monitoring to support strategic planning and decision making at all levels.

8. **Other Duties:**

Any other duties in relation to the above as assigned by the Supervisor.

Minimum Educational and Work Experience Requirements:

Knowledge: A Master's degree in Social Sciences, Environment Conservation, or a related field.

Experience: Minimum 5 years' experience in conservation or infrastructure development with at least three years of progressively responsible experience in the monitoring & evaluation of international development projects. Knowledge and use of statistical analysis tools and software is essential. Experience of multi-country regional work or relevant international work experience is preferable.

Skills and Abilities: This position requires excellent communication skills that include facilitating sessions, report writing and preparing presentations. S/he should have excellent fluency in both written and spoken English. S/he should have excellent skills on data storage and analysis, computer programs such as MS Office and SPSS. S/he should have demonstrated ability

to work with Government Offices and leading both field and office-based teams. Must be able to lead performance management of direct reports. S/he should be strategic and fact-based thinker and communicator with good networking skills. Experience in staff capacity building and/or business management. Strong commitment to conservation and development issues and ability to cope with varied workloads and across different time zones. Must be able to travel frequently to the field, including difficult terrain.

**Accepted by
Employee:** _____

Supervisor: _____

**Approved by
Country Rep:** _____